



PeopleSoft Training

Payroll Training Guide LSUNO V9.1

Version Date: July 2012

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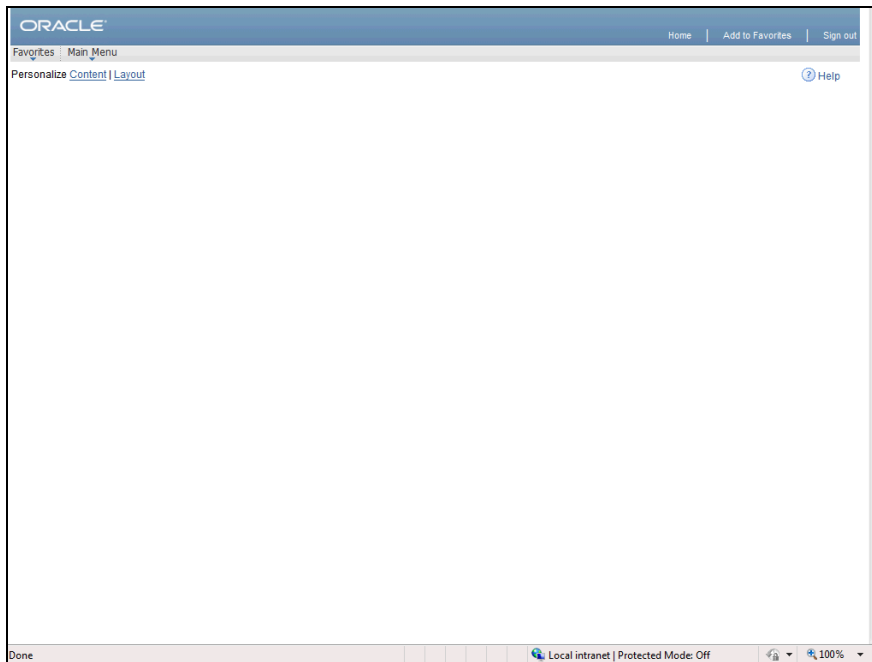
Payroll Training Guide LSUNO V9.1


Update Employee Payroll

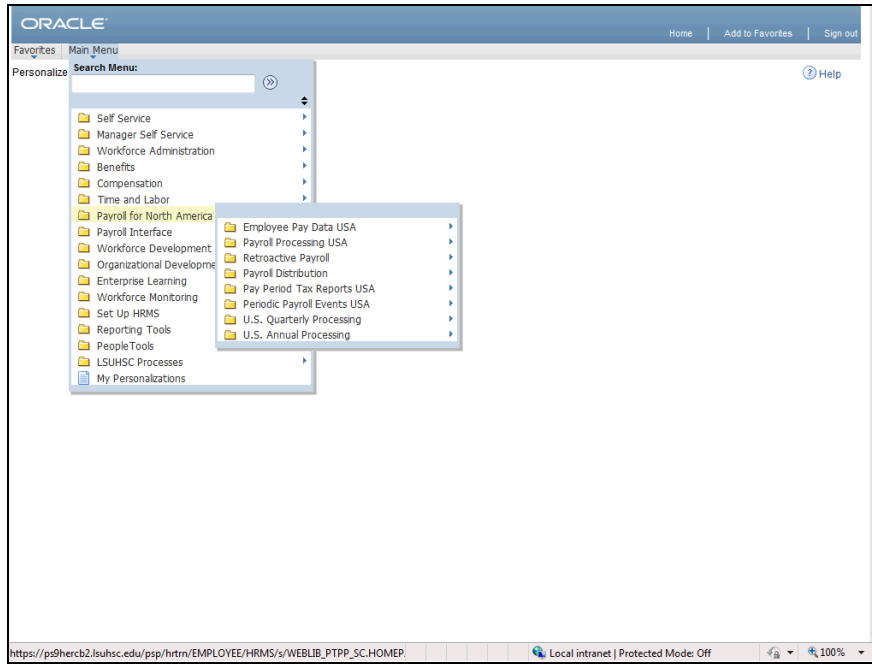
Update Employee Tax Data

Procedure

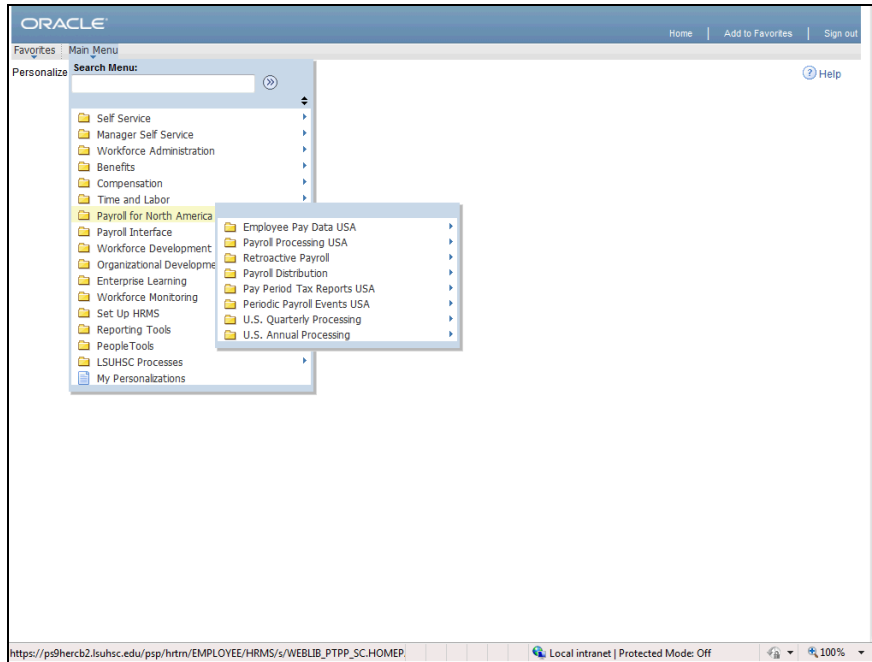
In this topic you will learn how to **Process Employee Tax Data** in the PeopleSoft System.



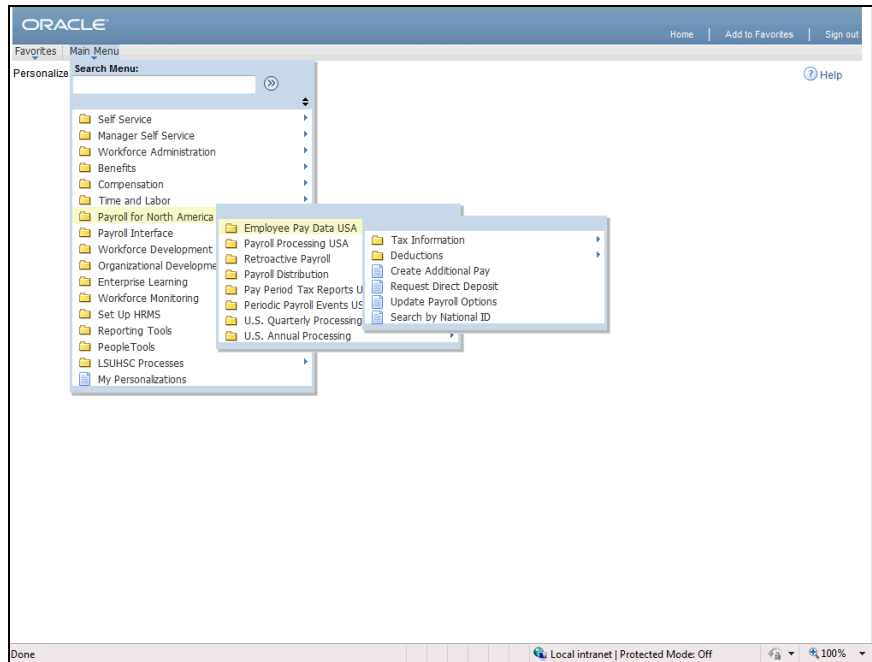
Step	Action
1.	Click the Main Menu button. 



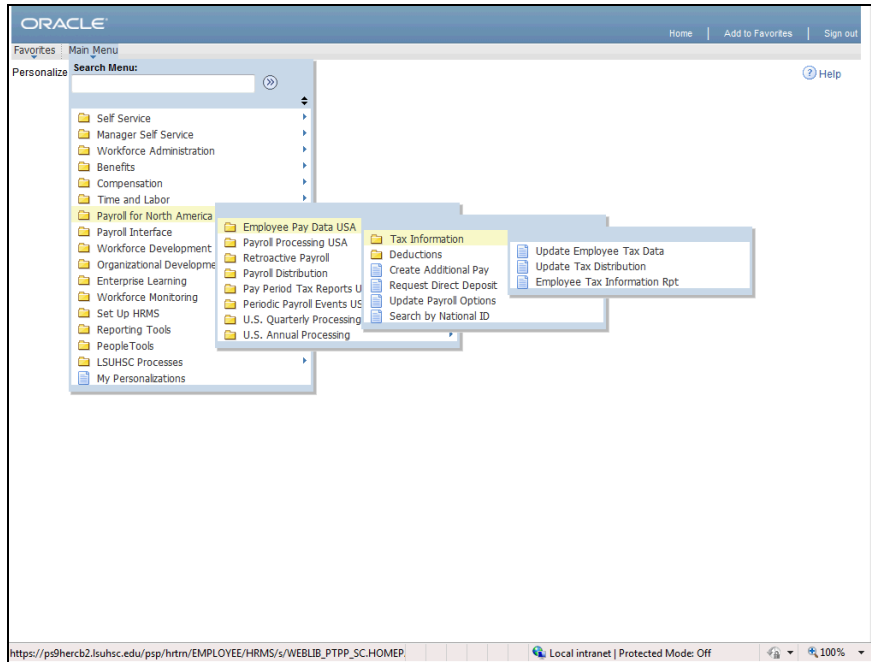
Step	Action
2.	Point to the Payroll for North America menu. 



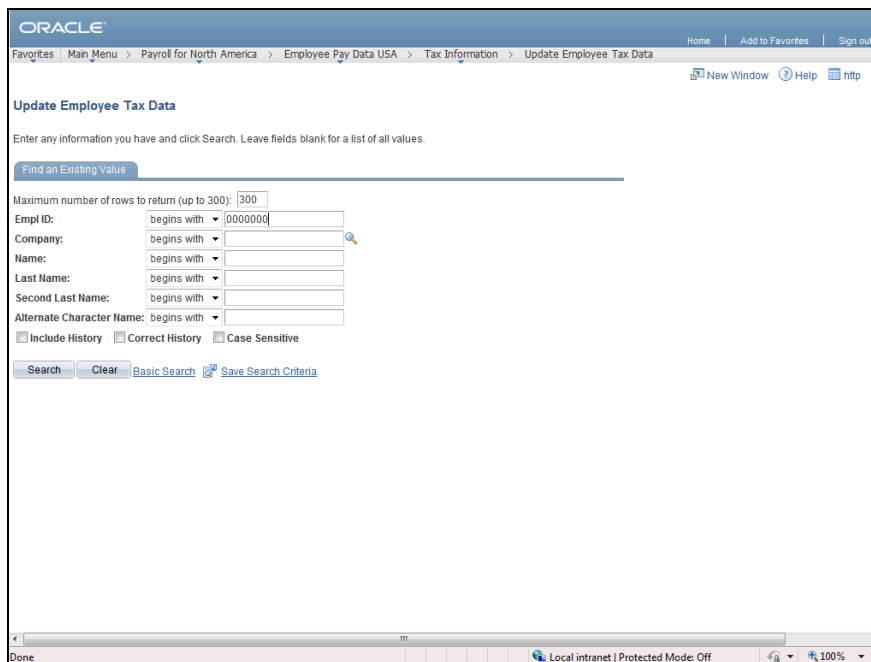
Step	Action
3.	Point to the Employee Pay Data USA menu.



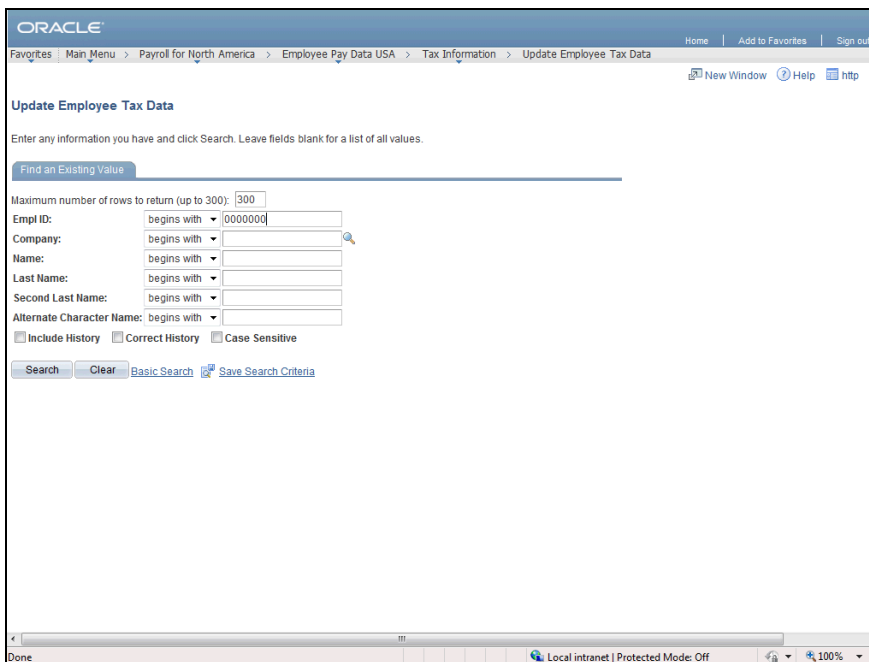
Step	Action
4.	Point to the Tax Information menu.



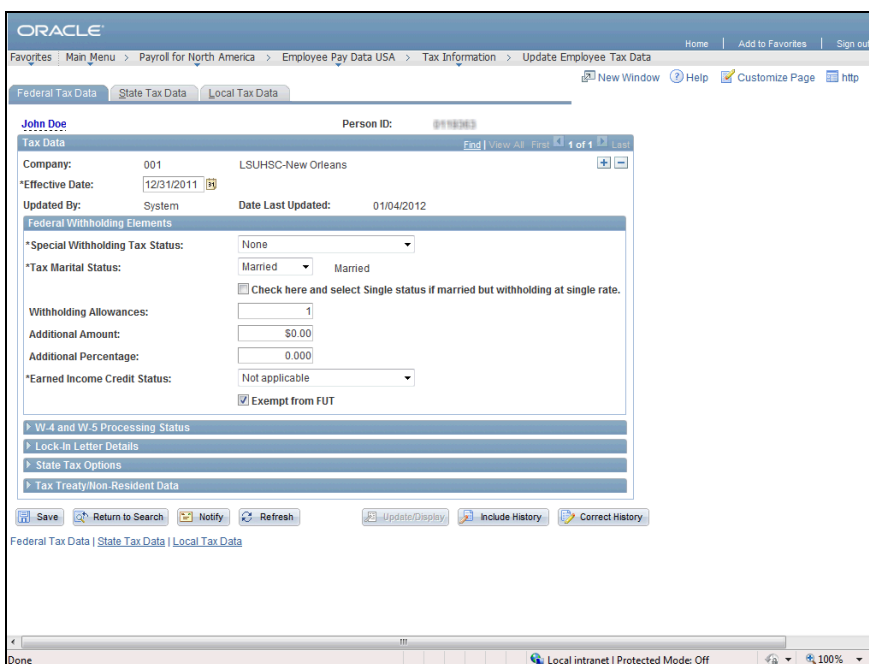
Step	Action
5.	Click the Update Employee Tax Data menu.




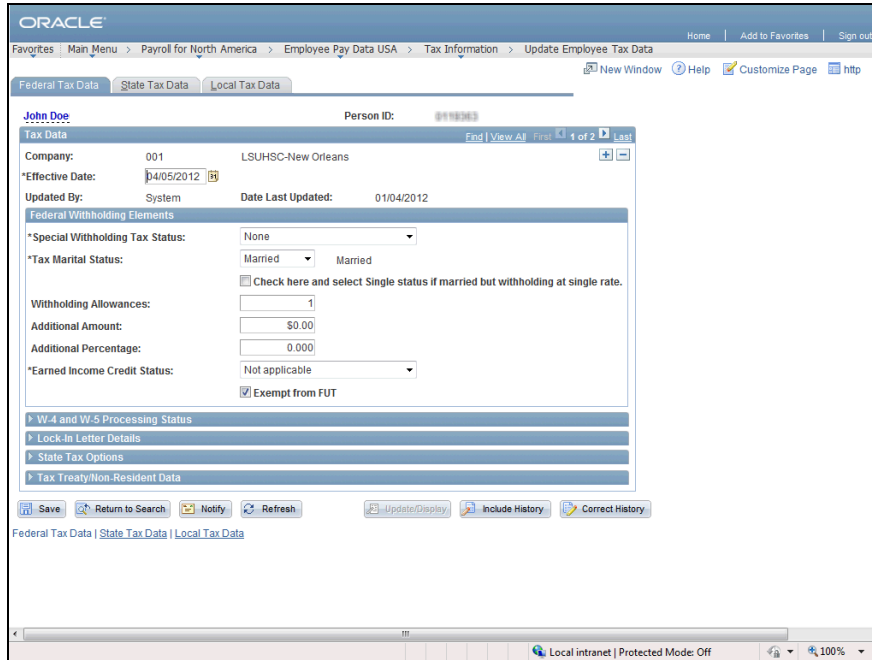
Step	Action
6.	Search for the employee by entering the EMPL ID or by Last Name.



Step	Action
7.	Click the Search button. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> Search </div>



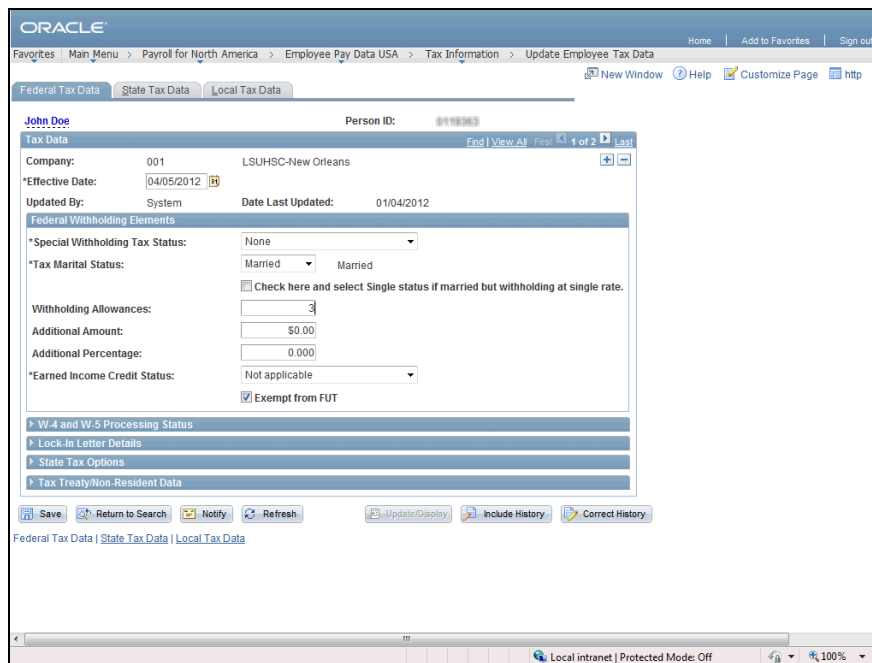
Step	Action
8.	Click the Add a new row at row 1 button. 



The screenshot shows the Oracle HRMS interface for updating employee tax data. The user is logged in as John Doe. The form displays the following information:

- Person ID:** 0118363
- Company:** 001, LSUHSC-New Orleans
- Effective Date:** 04/05/2012
- Updated By:** System, **Date Last Updated:** 01/04/2012
- Federal Withholding Elements:**
 - *Special Withholding Tax Status: None
 - *Tax Marital Status: Married (Married)
 - Withholding Allowances: 1
 - Additional Amount: \$0.00
 - Additional Percentage: 0.000
 - *Earned Income Credit Status: Not applicable (Exempt from FUT)
- W-4 and W-5 Processing Status:** (Collapsed)
- Lock-In Letter Details:** (Collapsed)
- State Tax Options:** (Collapsed)
- Tax Treaty/Non-Resident Data:** (Collapsed)

Step	Action
9.	Enter the desired information into the Withholding Allowances field. Enter " 3 ".



ORACLE
 Home | Add to Favorites | Sign out
 Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data
 New Window | Help | Customize Page | http

Federal Tax Data | State Tax Data | Local Tax Data

John Doe Person ID: 0118363

Tax Data
 Find | View All | First | 1 of 2 | Last

Company: 001 LSUHSC-New Orleans

*Effective Date: 04/05/2012

Updated By: System Date Last Updated: 01/04/2012

Federal Withholding Elements

*Special Withholding Tax Status: None

*Tax Marital Status: Married Married
 Check here and select Single status if married but withholding at single rate.

Withholding Allowances: 3

Additional Amount: \$0.00

Additional Percentage: 0.000

*Earned Income Credit Status: Not applicable
 Exempt from FUT

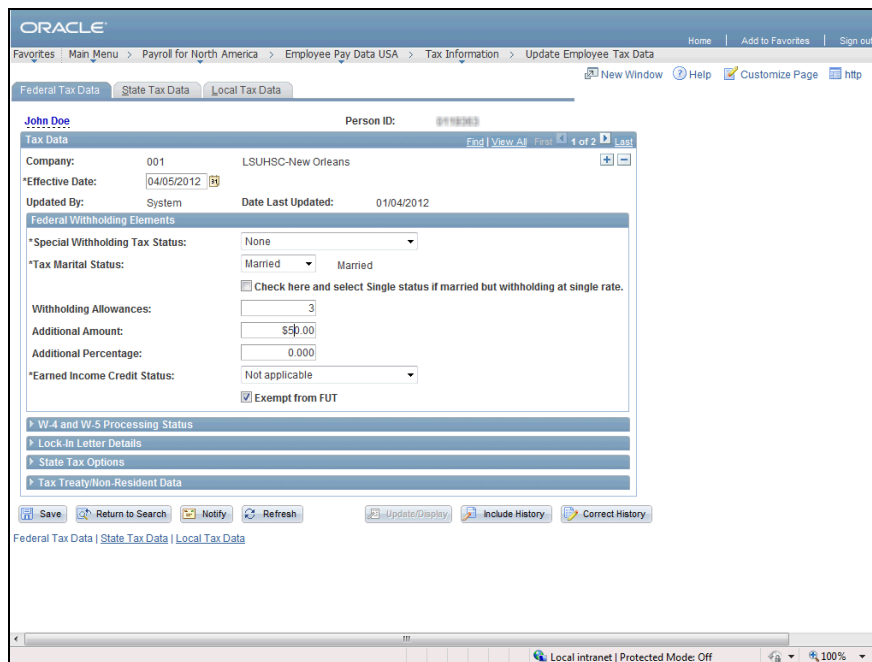
W-4 and W-5 Processing Status
 Lock-In Letter Details
 State Tax Options
 Tax Treaty/Non-Resident Data

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Federal Tax Data | State Tax Data | Local Tax Data

Local intranet | Protected Mode: Off | 100%

Step	Action
10.	Enter the desired information into the Additional Amount field. Enter " 50.00 ".



ORACLE
 Home | Add to Favorites | Sign out
 Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data
 New Window | Help | Customize Page | http

Federal Tax Data | State Tax Data | Local Tax Data

John Doe Person ID: 0118363

Tax Data
 Find | View All | First | 1 of 2 | Last

Company: 001 LSUHSC-New Orleans

*Effective Date: 04/05/2012

Updated By: System Date Last Updated: 01/04/2012

Federal Withholding Elements

*Special Withholding Tax Status: None

*Tax Marital Status: Married Married
 Check here and select Single status if married but withholding at single rate.

Withholding Allowances: 3

Additional Amount: \$50.00

Additional Percentage: 0.000

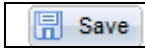
*Earned Income Credit Status: Not applicable
 Exempt from FUT

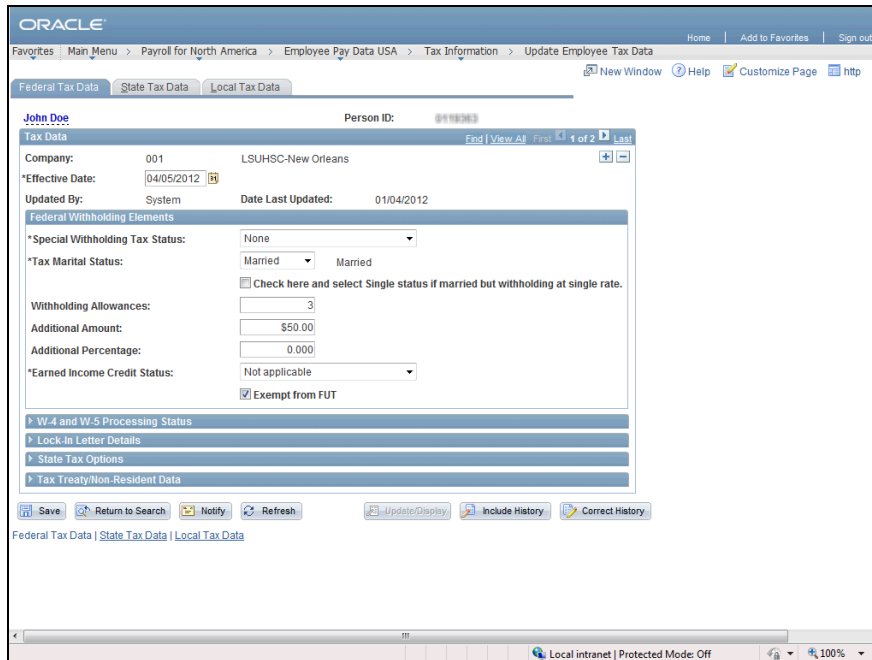
W-4 and W-5 Processing Status
 Lock-In Letter Details
 State Tax Options
 Tax Treaty/Non-Resident Data

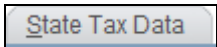
Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

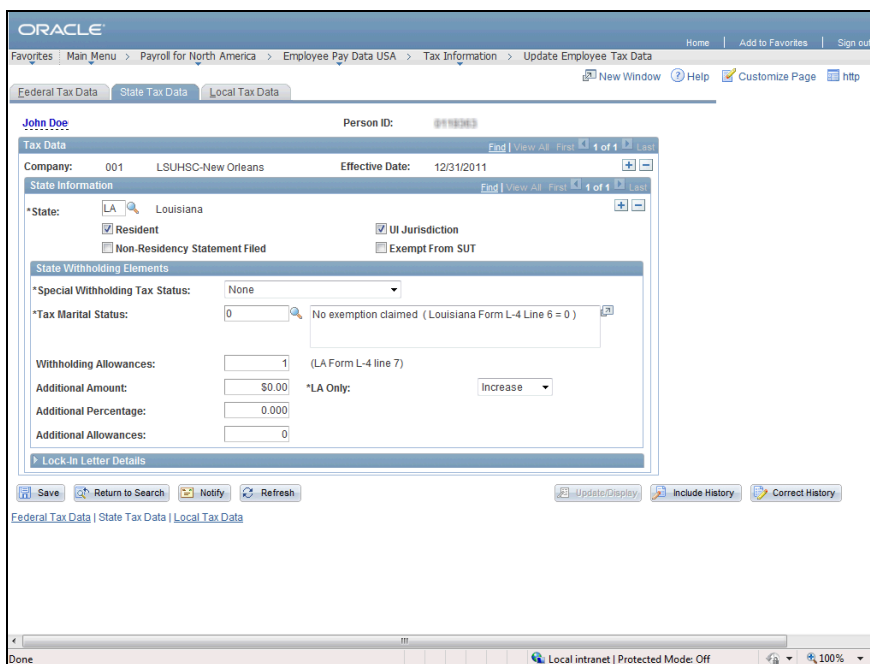
Federal Tax Data | State Tax Data | Local Tax Data

Local intranet | Protected Mode: Off | 100%

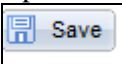
Step	Action
11.	Click the Save button. 

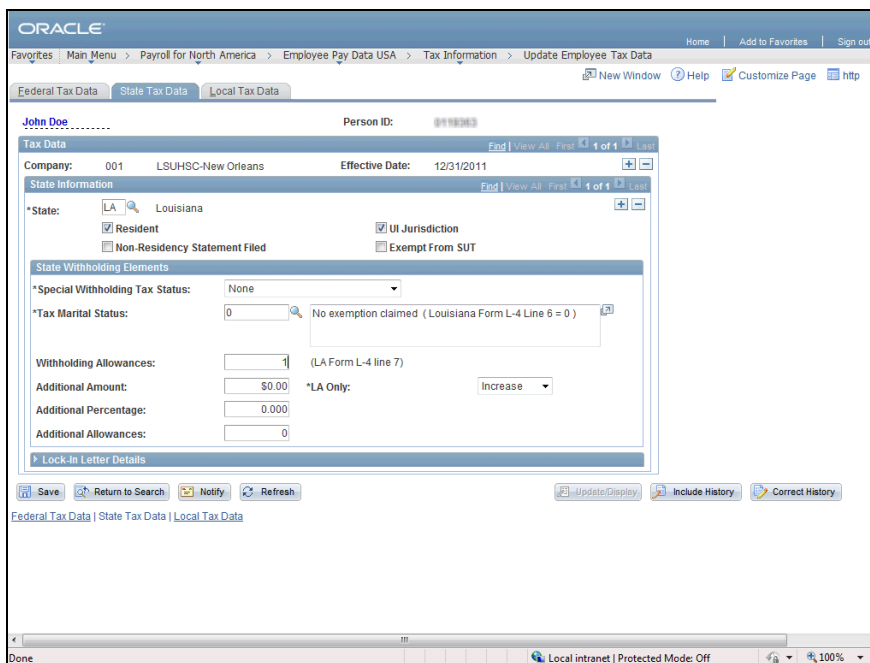


Step	Action
12.	Click the State Tax Data tab to update State Tax data. 



The screenshot shows the Oracle HRMS interface for updating tax data for employee John Doe. The 'State Information' section is active, showing Louisiana as the state. The 'State Withholding Elements' section includes fields for Special Withholding Tax Status (None), Tax Marital Status (0), Withholding Allowances (1), Additional Amount (\$0.00), and Additional Percentage (0.000). There are also checkboxes for Resident, Non-Residency Statement Filed, UI Jurisdiction, and Exempt From SUT. A 'Save' button is visible at the bottom left of the form area.

Step	Action
13.	Update State Tax data then click the SAVE button. 



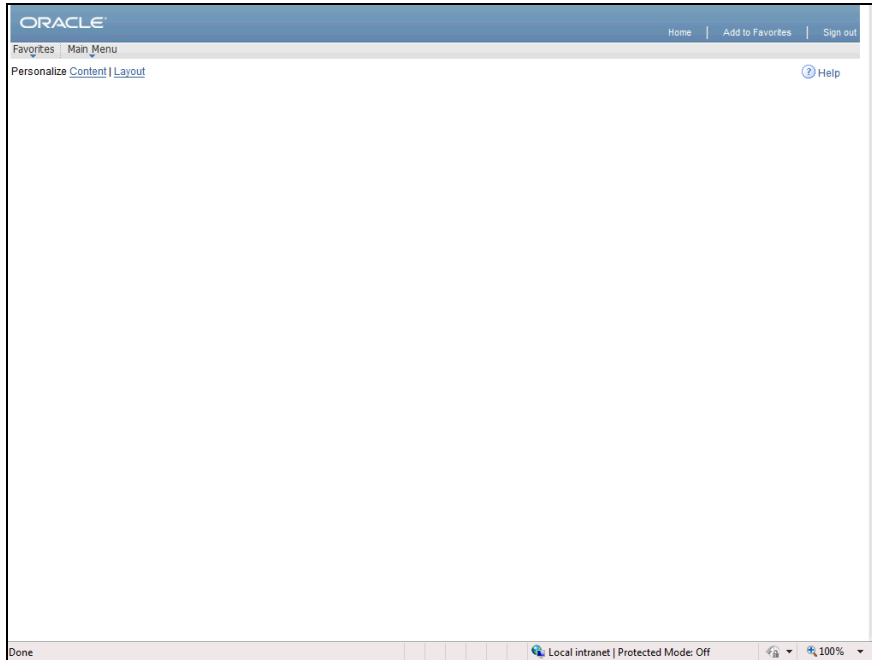
This screenshot is identical to the one above, but the 'Save' button at the bottom left of the form area is highlighted with a blue border, indicating it is the next step in the process.


Step	Action
14.	This completes the topic on Updating Employee Tax Data. End of Procedure.

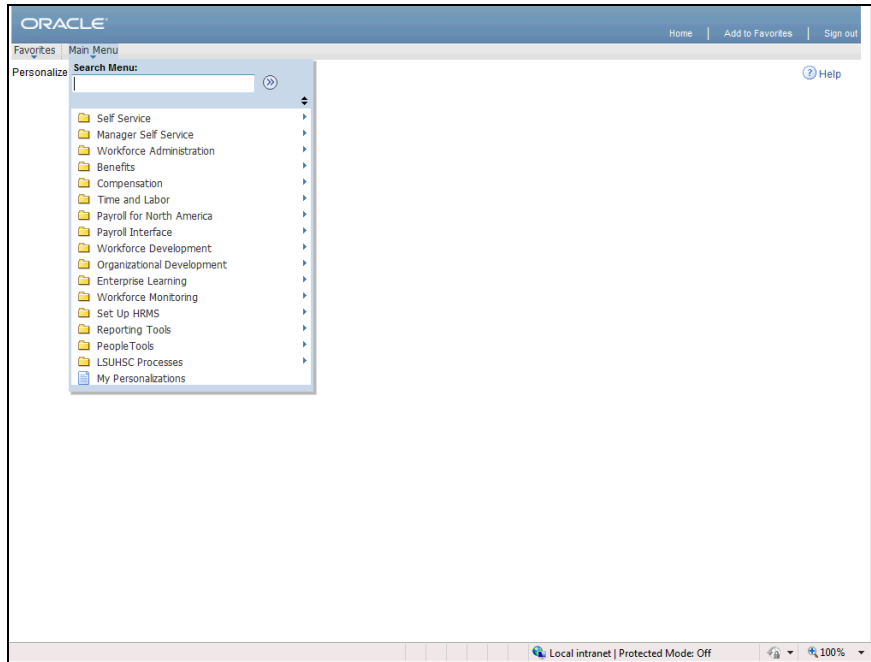
Adding Additional Pay

Procedure

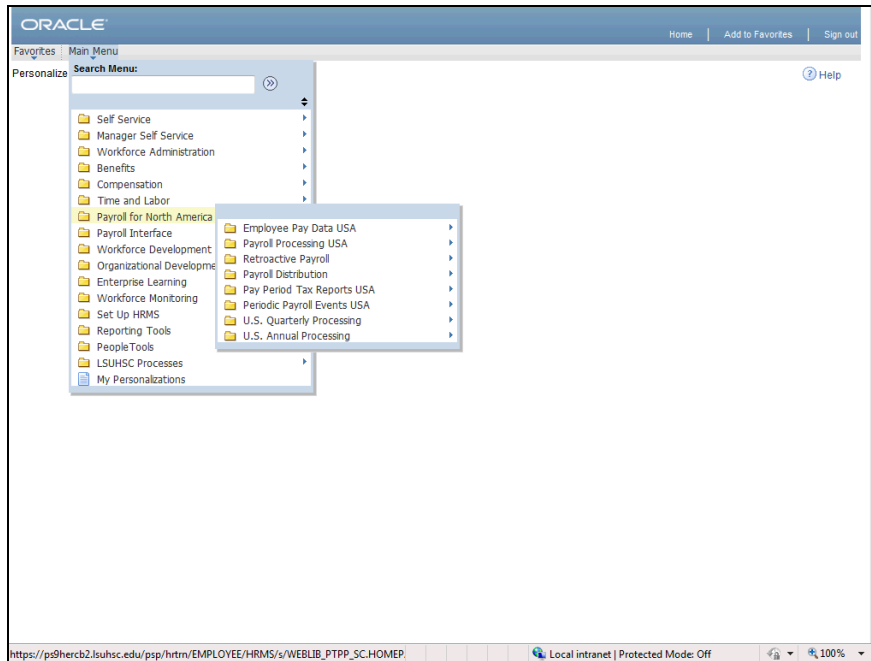
In this topic you will learn how to **Add Additional Pay** for an employee.



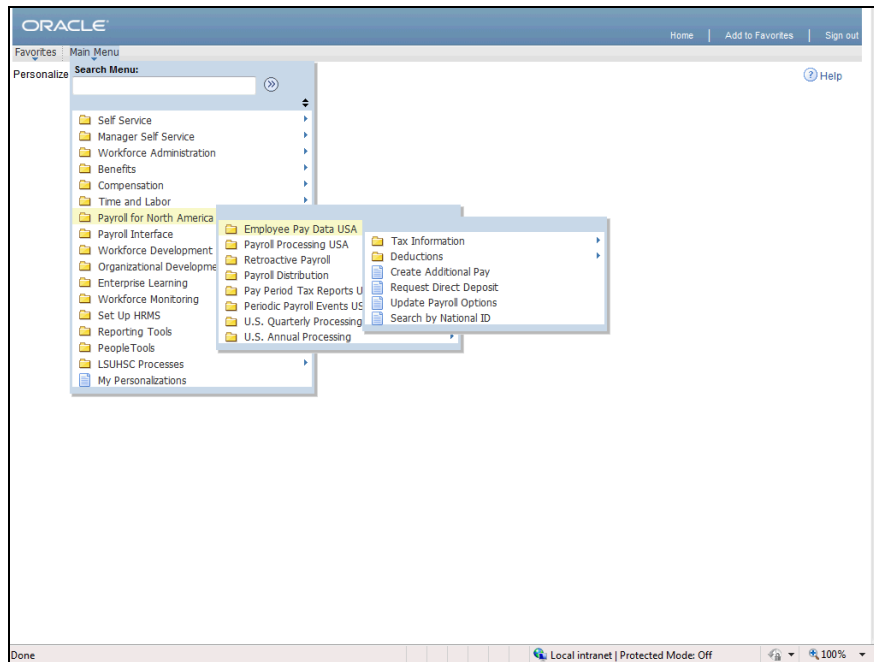
Step	Action
1.	Click the Main Menu button. 



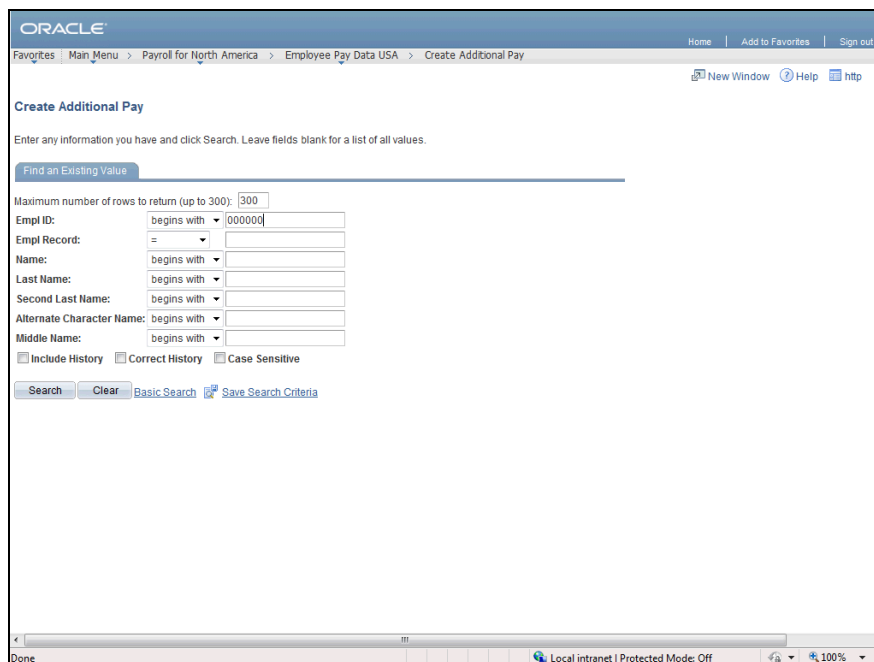
Step	Action
2.	Point to the Payroll for North America menu.

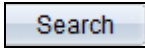


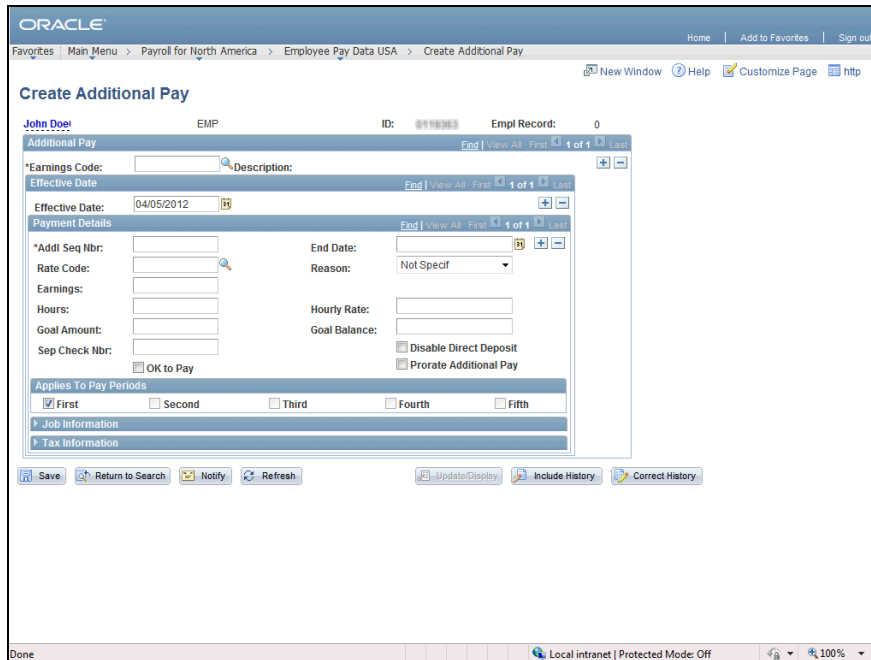
Step	Action
3.	Point to the Employee Pay Data USA menu.




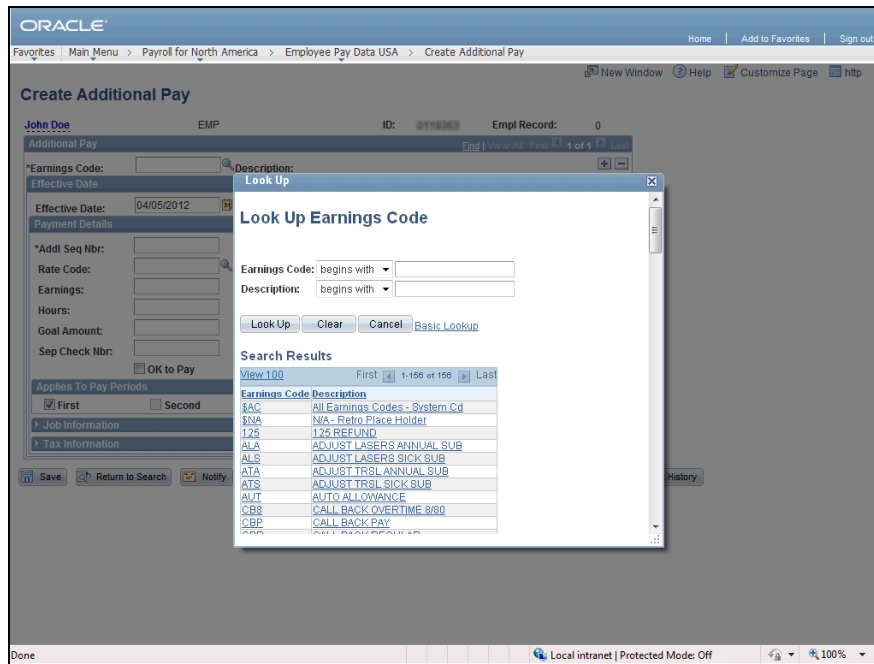
Step	Action
4.	Point to the Create Additional Pay menu.



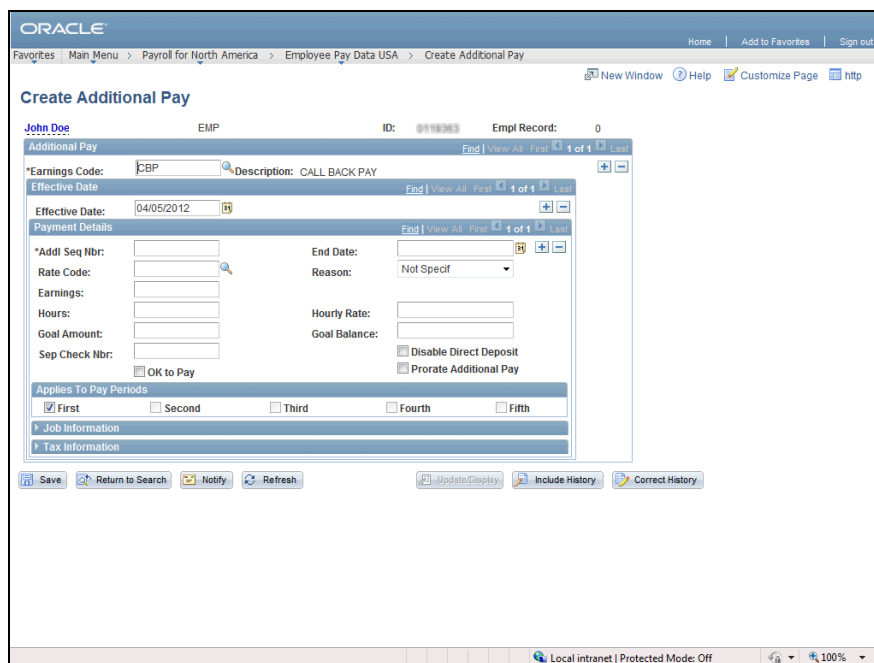
Step	Action
5.	Click the Search button. 



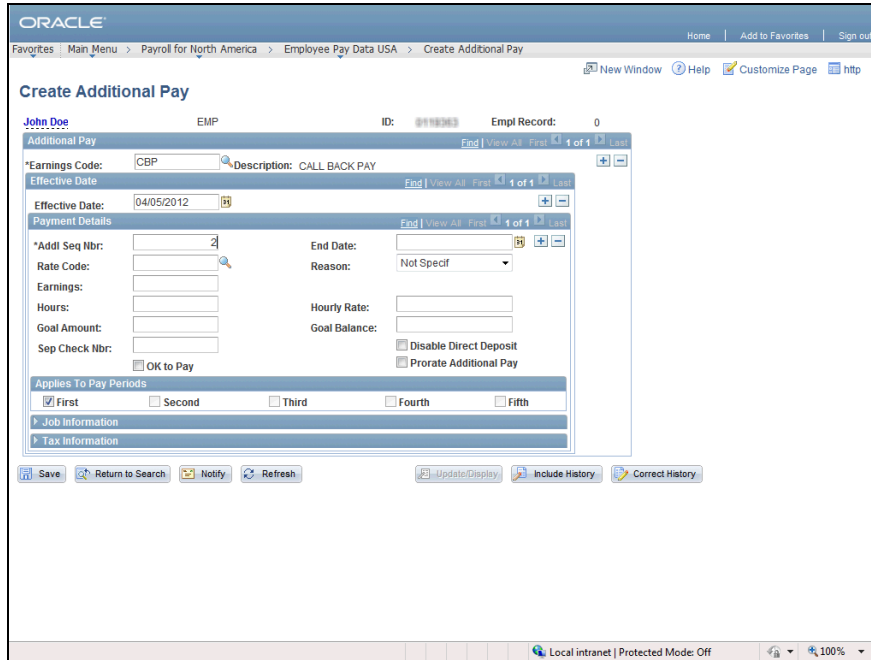
Step	Action
6.	Click the Look up Earnings Code button. 



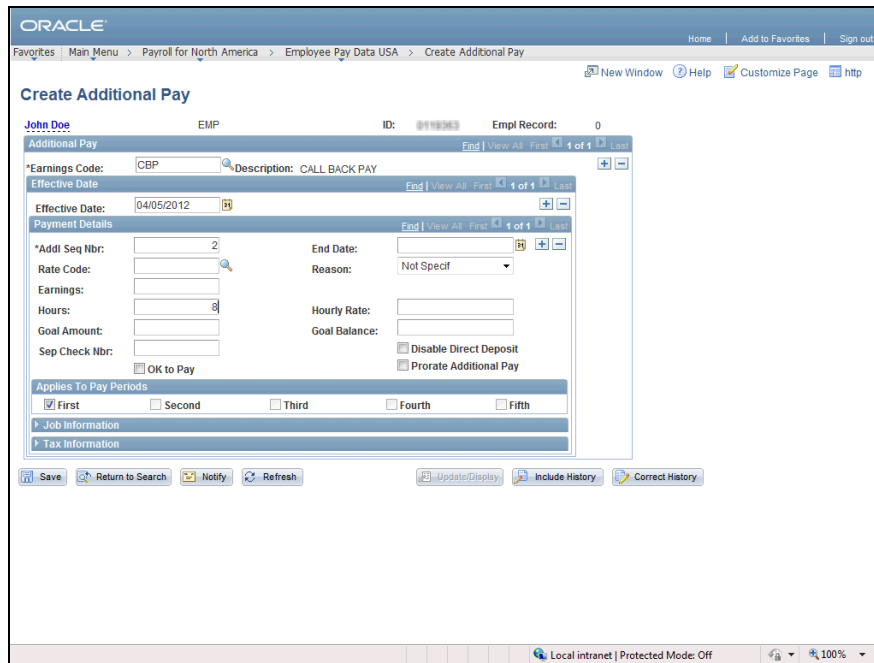
Step	Action
7.	<p>Select one of the Earnings Code from the drop-down list.</p> <p>Click the CALL BACK PAY link.</p> <p>CALL BACK PAY</p>



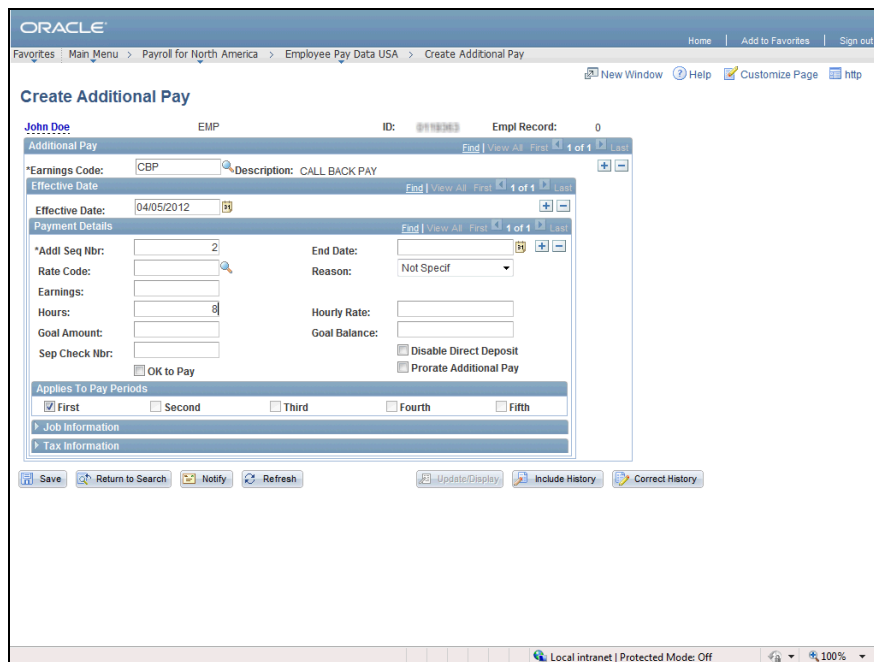
Step	Action
8.	Enter the desired information into the Addl Seq Nbr field. Enter "input text".



Step	Action
9.	Enter the desired information into the Hours field.



Step	Action
10.	Click the SAVE button.

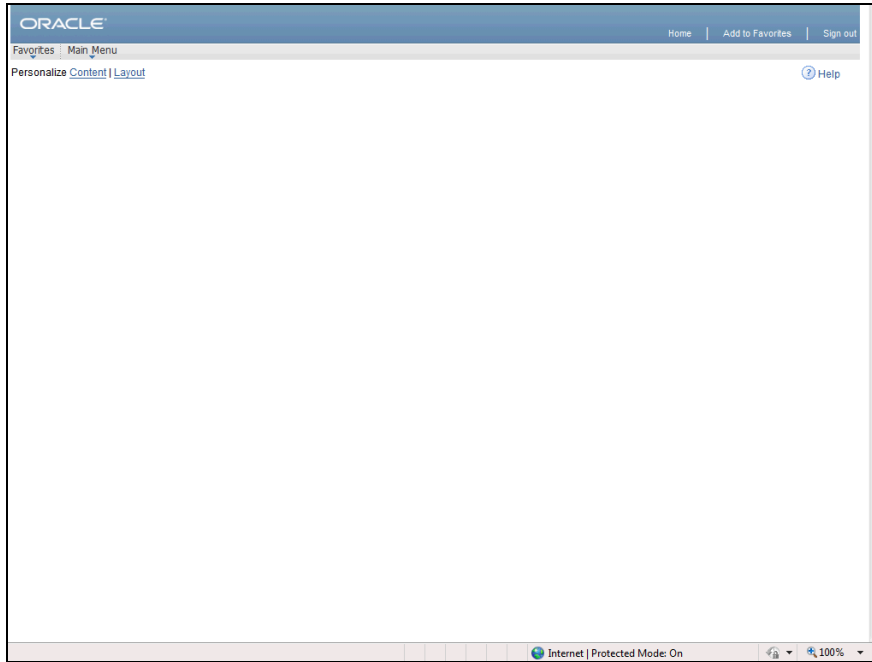



Step	Action
11.	This completes the topic on Creating Additional Pay. End of Procedure.

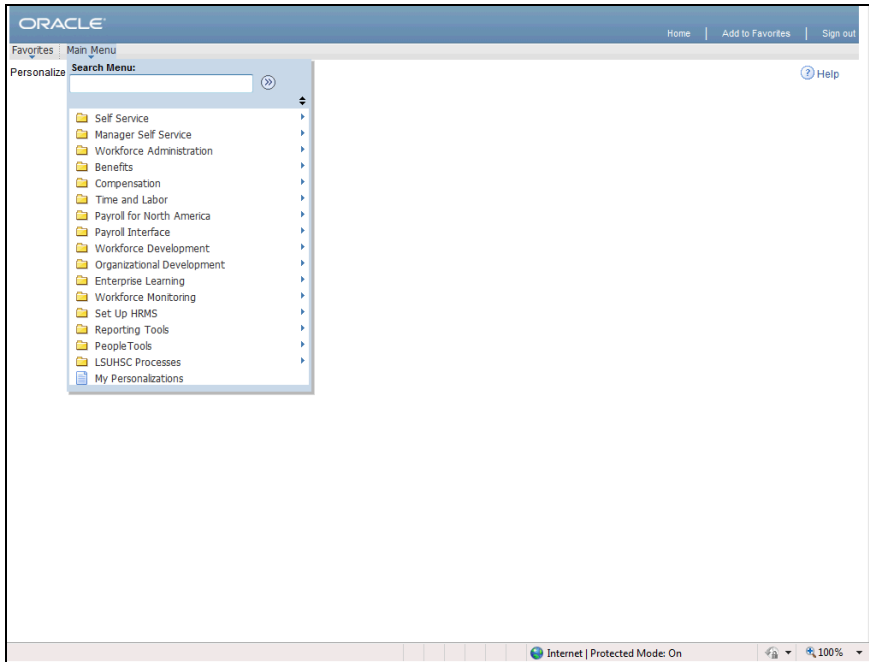
Record a General Deduction

Procedure

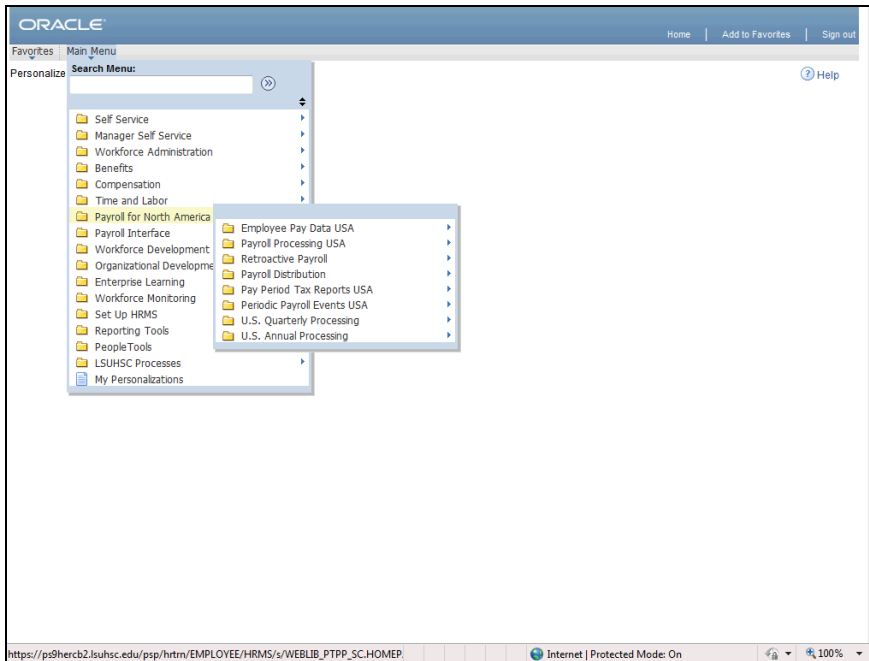
In this topic you will learn how to **Record a General Deduction**.



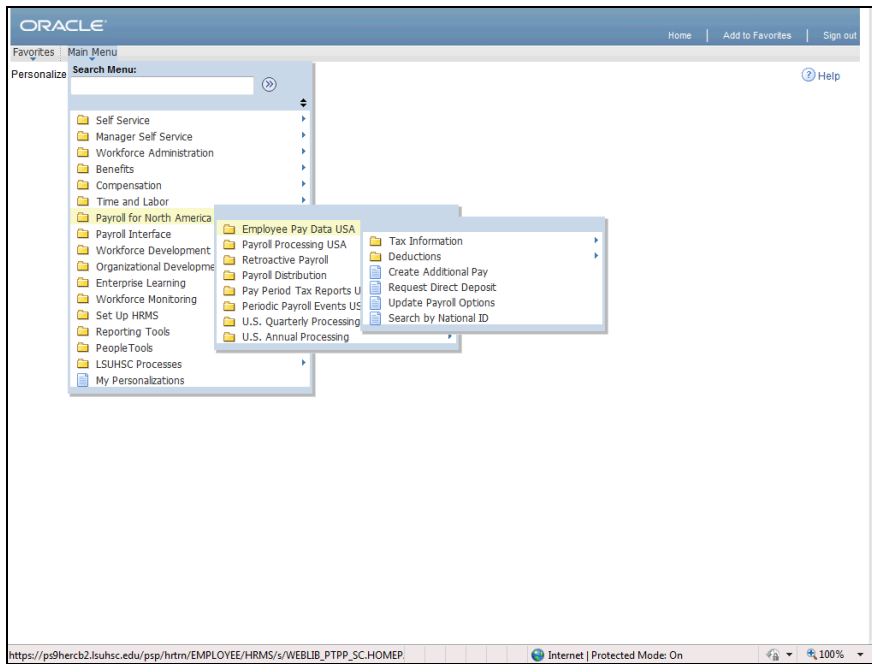
Step	Action
1.	Click the Main Menu link. 



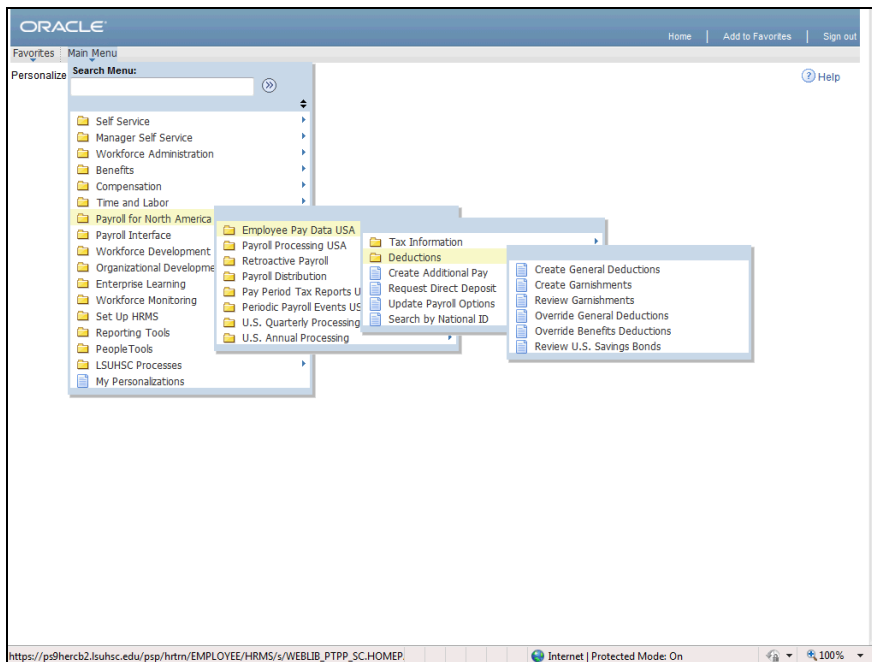
Step	Action
2.	Point to the Payroll for North America menu.




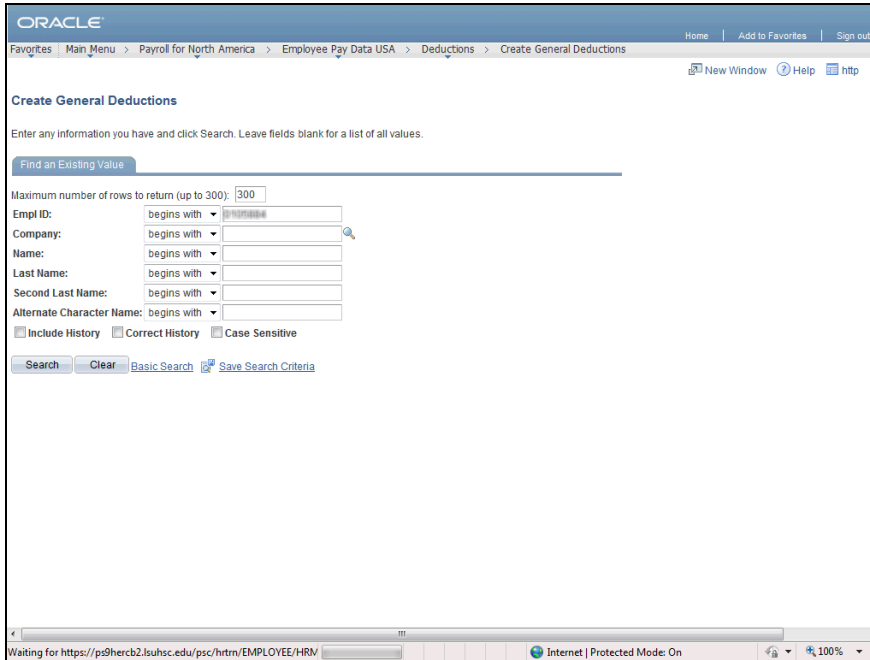
Step	Action
3.	Point to the Employee Pay Data USA menu.



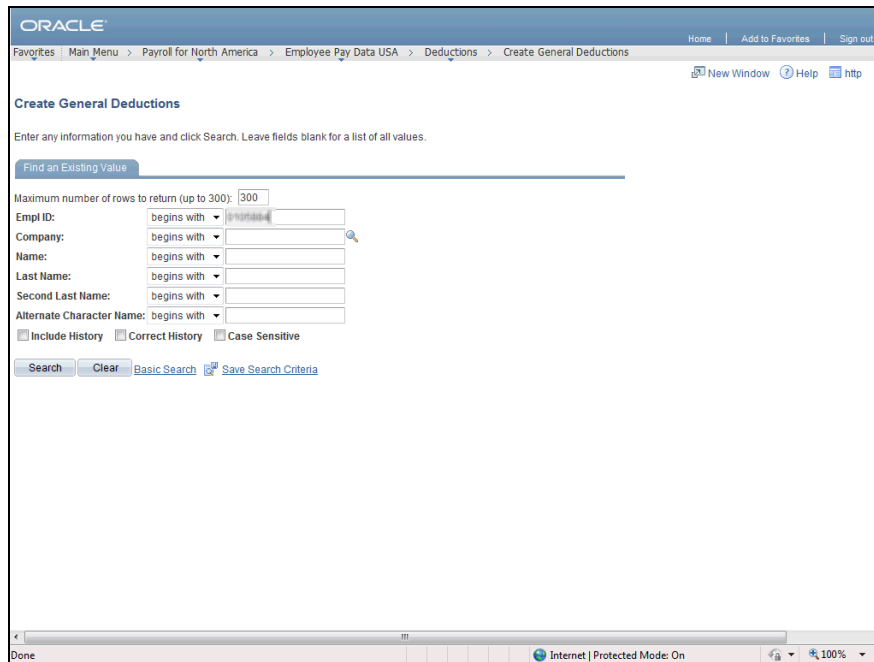
Step	Action
4.	Point to the Deductions menu.



Step	Action
5.	Click the Create General Deductions menu.  Create General Deductions



Step	Action
6.	Note: You can search for an employee by entering their Empl ID or by entering their Last Name. Enter the desired information into the Empl ID field. Enter "0000000".



ORACLE

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

Home | Add to Favorites | Sign out

New Window | Help | http

Create General Deductions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with [input type="text"]

Company: begins with [input type="text"]

Name: begins with [input type="text"]

Last Name: begins with [input type="text"]

Second Last Name: begins with [input type="text"]

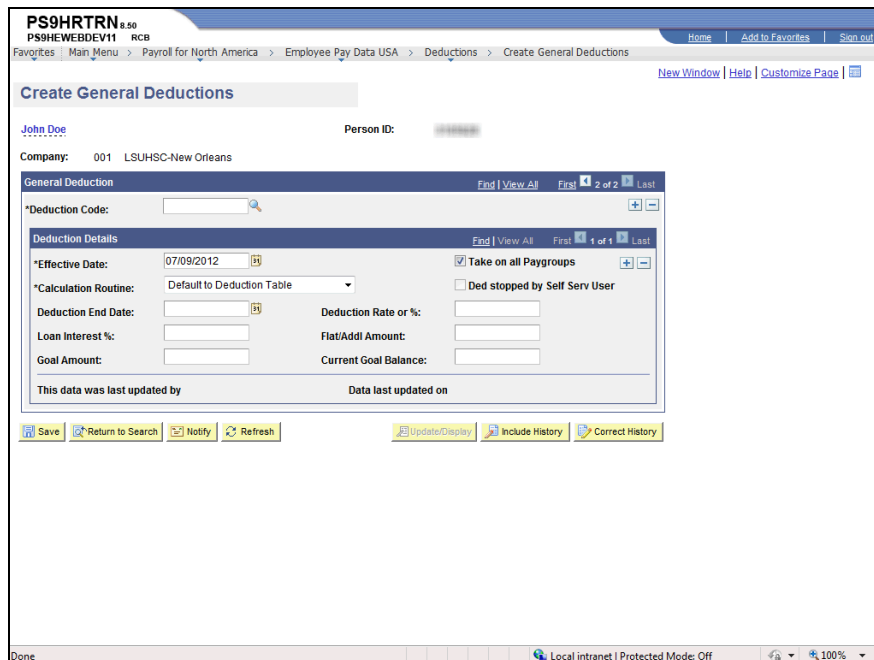
Alternate Character Name: begins with [input type="text"]

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Done Internet | Protected Mode: On 100%

Step	Action
7.	Click the Search button.



PS9HRTN v.50
PS9HEWBEV11 RCB

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Create General Deductions

John Doe Person ID: [input type="text"]

Company: 001 LSUHSC-New Orleans

General Deduction Find | View All First 2 of 2 Last

*Deduction Code: [input type="text"]

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 07/09/2012 Take on all Paygroups

*Calculation Routine: Default to Deduction Table Ded stopped by Self Serv User

Deduction End Date: [input type="text"] Deduction Rate or %: [input type="text"]


Loan Interest %: [input type="text"] Flat/Addl Amount: [input type="text"]

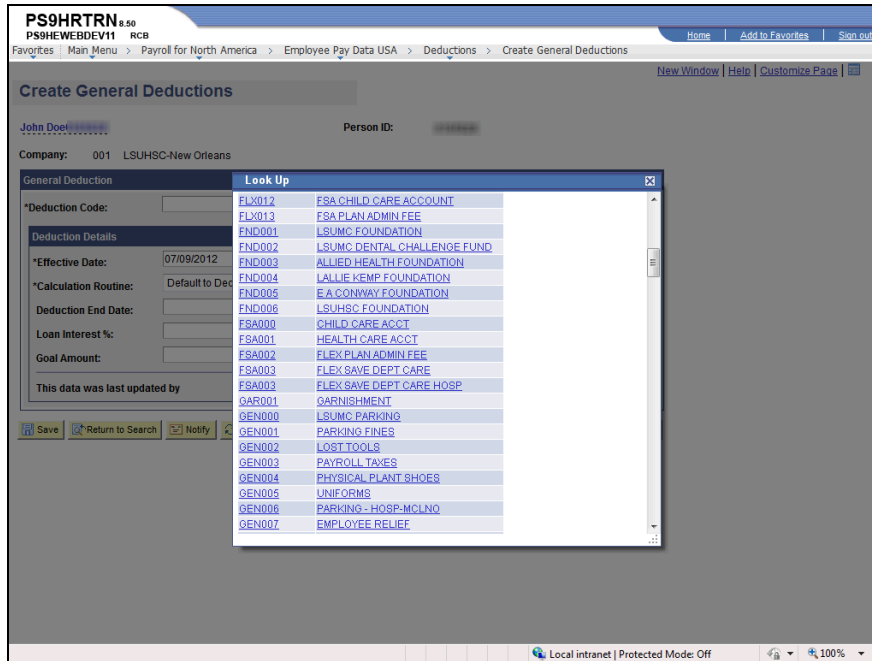
Goal Amount: [input type="text"] Current Goal Balance: [input type="text"]


This data was last updated by Data last updated on

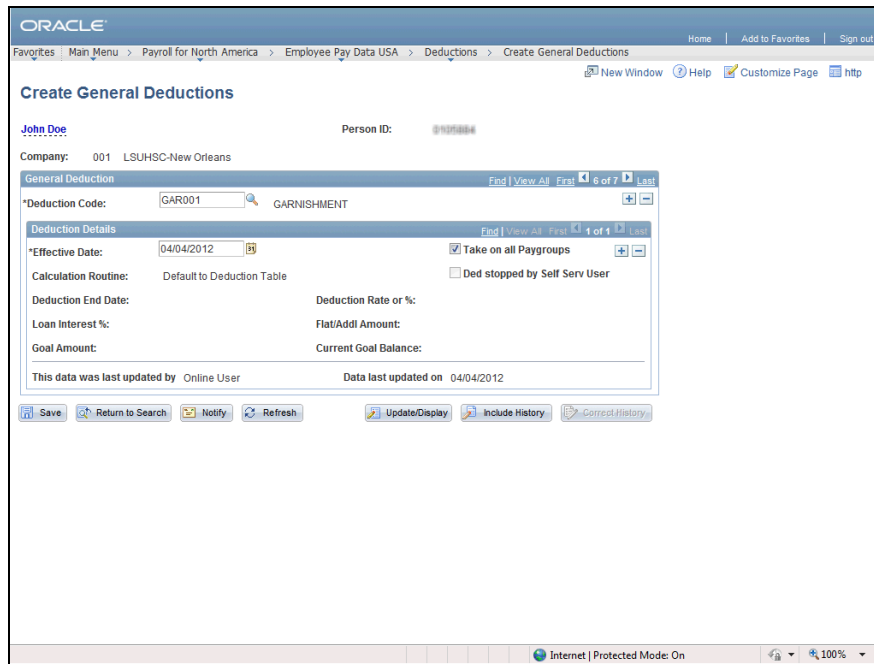
Save Return to Search Notify Refresh Update/Display Include History Correct History

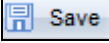
Done Local intranet | Protected Mode: Off 100%

Step	Action
8.	Click the Look up Deduction Code button. 



Step	Action
9.	Select a Deduction Code from the drop-down list. 

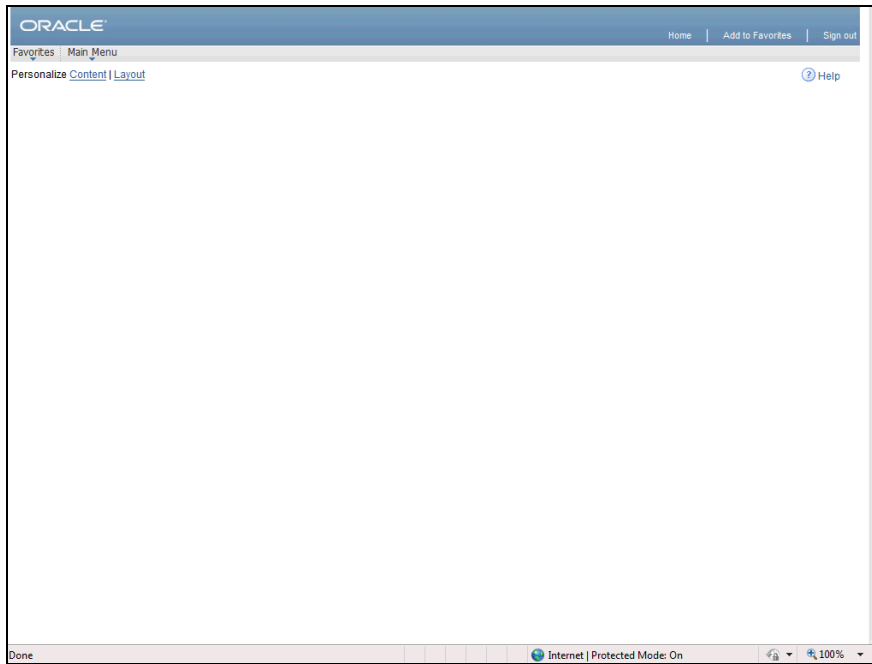



Step	Action
10.	Click the Save button. 
11.	This completes Record a General Deduction. End of Procedure.

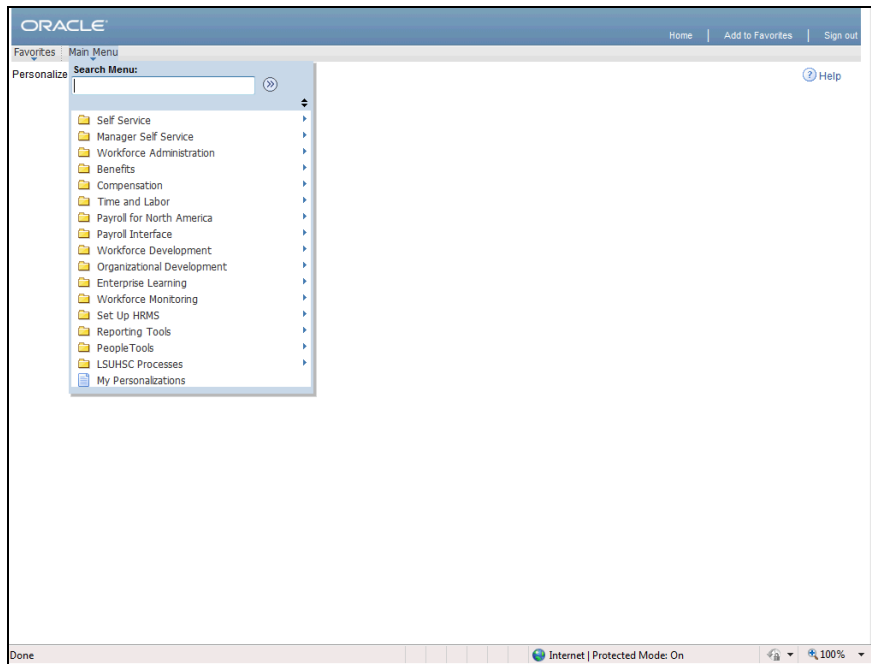
Record Direct Deposit

Procedure

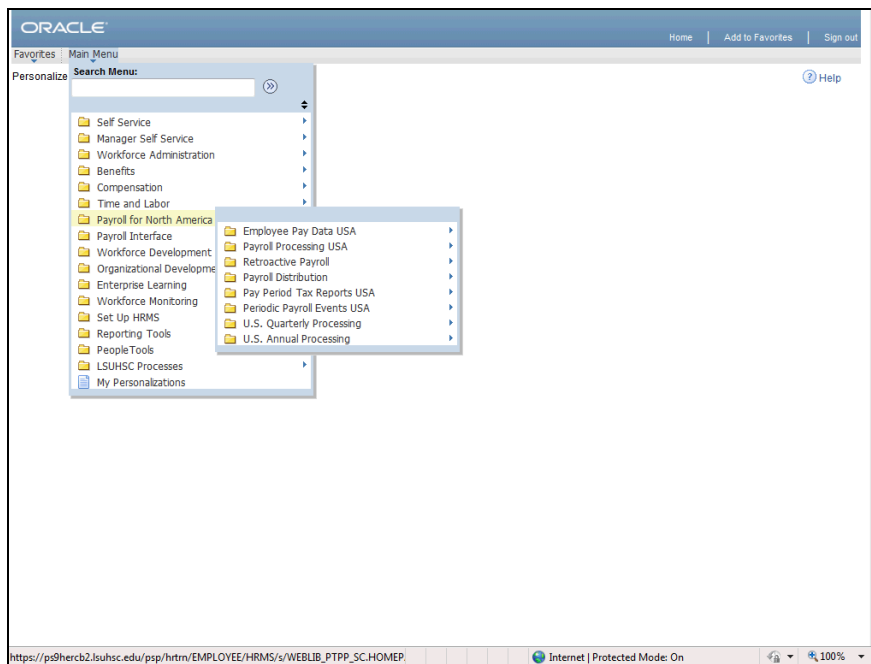
In this topic you will learn how to Record a Direct Deposit.



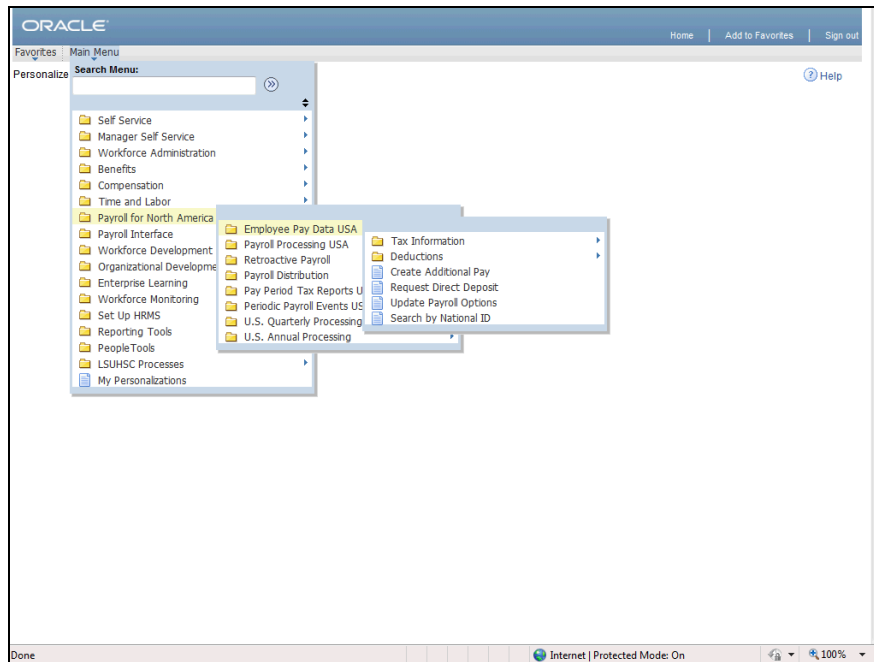
Step	Action
1.	Click the Main Menu link. 



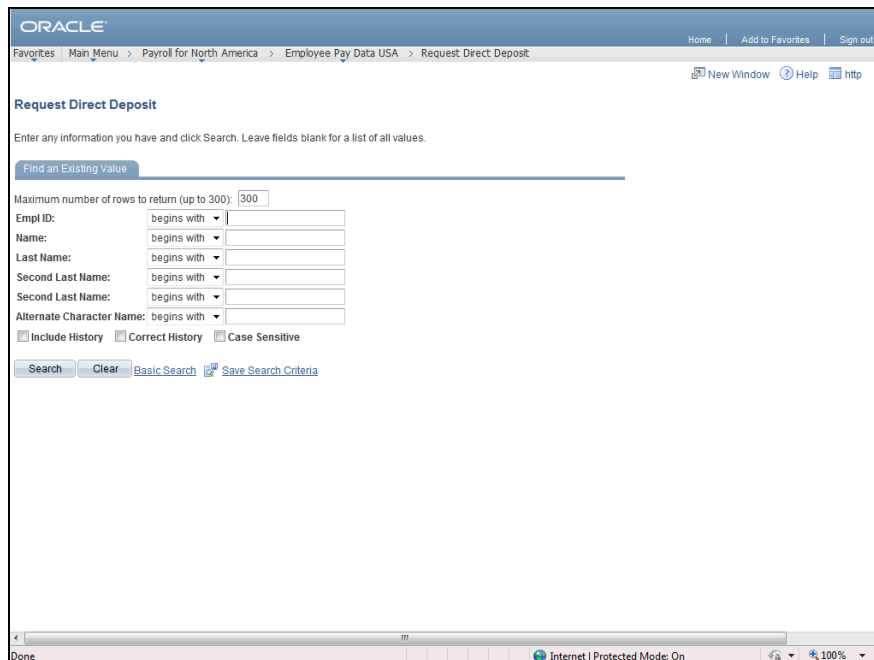
Step	Action
2.	Point to the Payroll for North America menu.



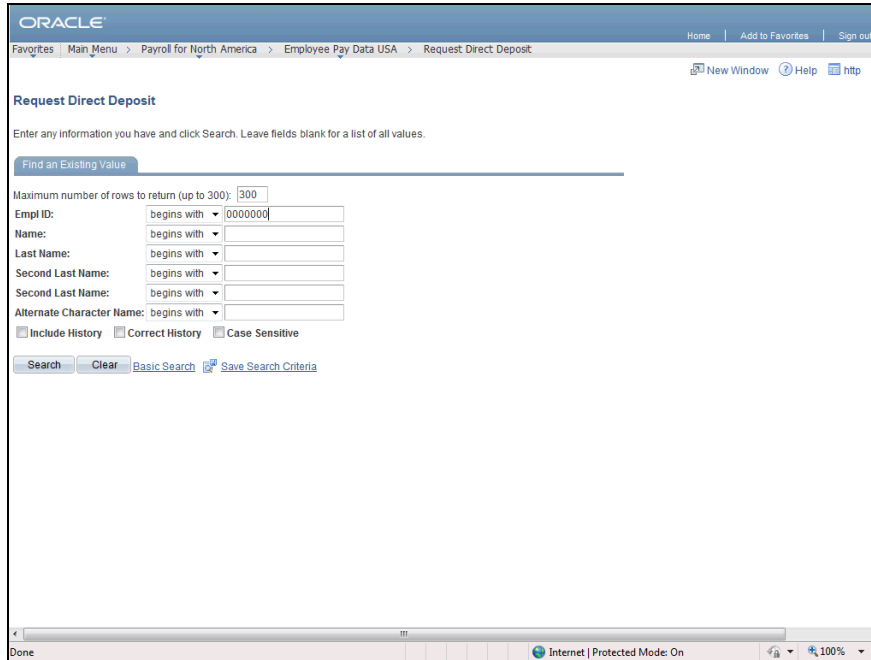
Step	Action
3.	Point to the Employee Pay Data USA menu.



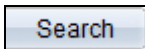
Step	Action
4.	Click the Request Direct Deposit menu.

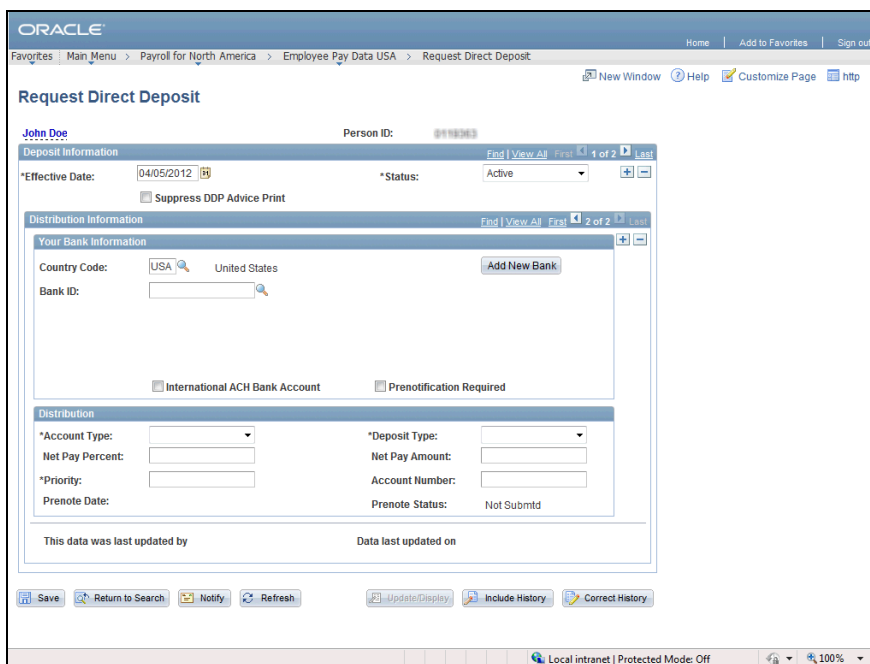


Step	Action
5.	Enter the desired information into the Empl ID field. Enter "0000000".

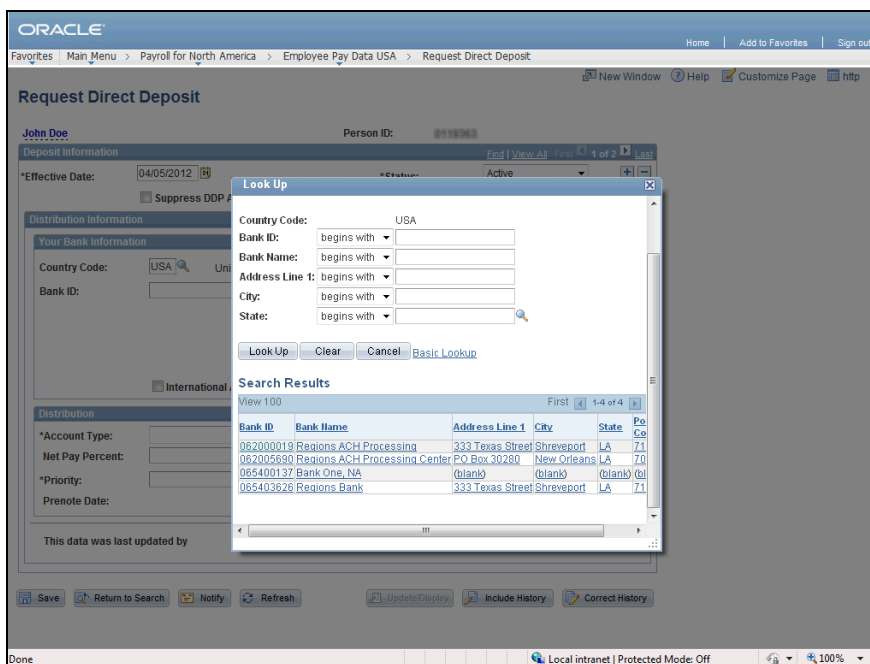


Step	Action
6.	Click the Search button.




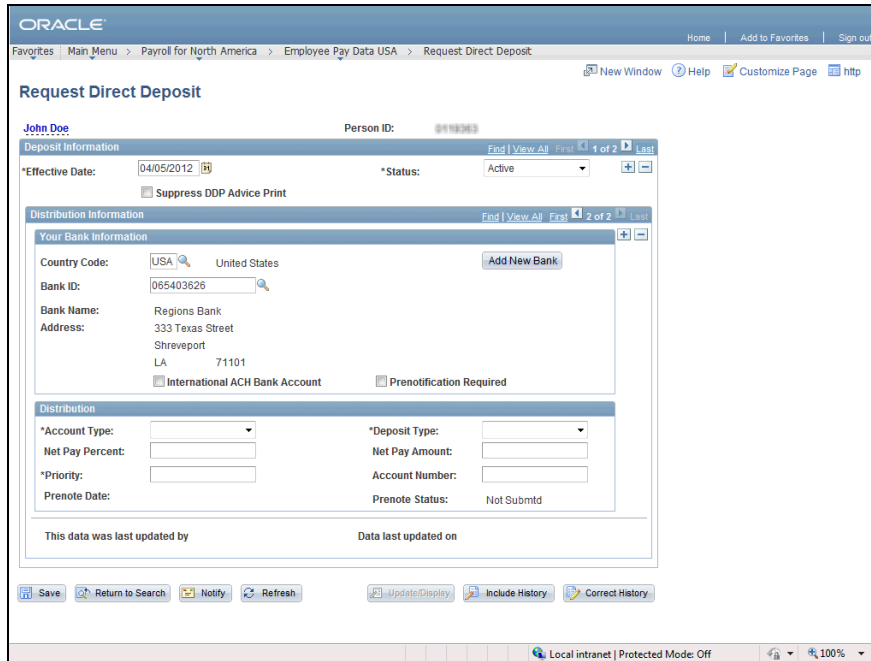


Step	Action
7.	Enter the Bank ID or click the Bank ID lookup icon and select an option from the list.




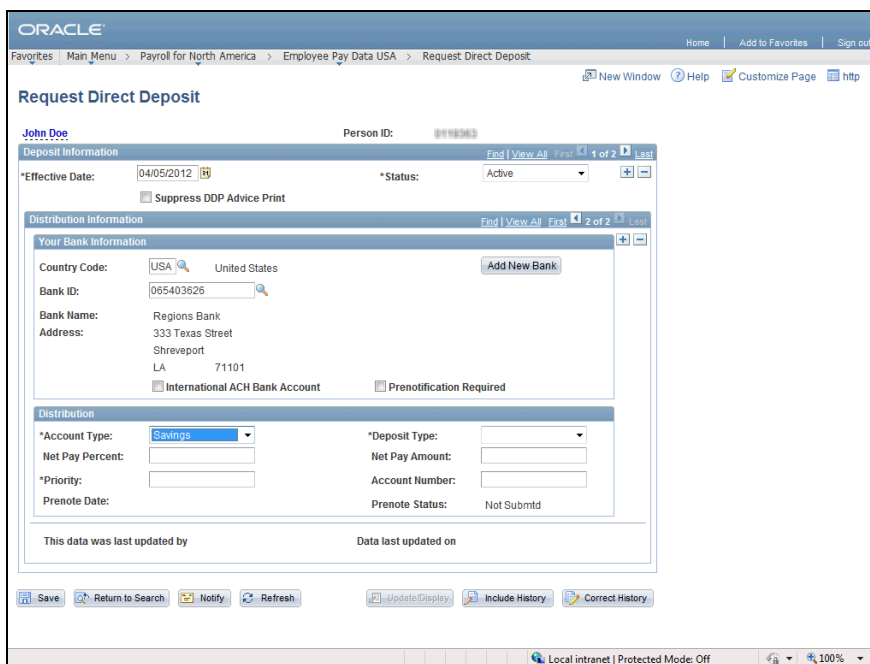
Bank ID	Bank Name	Address Line 1	City	State	Po Co
062000019	Regions ACH Processing	333 Texas Street	Shreveport	LA	71
062005030	Regions ACH Processing Center	P.O. Box 30280	New Orleans	LA	70
065400137	Bank One, N/A	(blank)	(blank)	(blank)	(blank)
065403628	Regions Bank	333 Texas Street	Shreveport	LA	71

Step	Action
8.	Click the Regions Bank link. 



The screenshot shows the Oracle 'Request Direct Deposit' page for user John Doe (Person ID: 0118063). The 'Deposit Information' section includes an effective date of 04/05/2012 and a status of 'Active'. The 'Distribution Information' section is expanded to show 'Your Bank Information' for Regions Bank. The 'Distribution' section contains several fields, including a dropdown for 'Account Type' which is the focus of the next step.

Step	Action
9.	Click the drop-down arrow and select an Account Type from the list. Click the Savings list item. 



Request Direct Deposit

John Doe Person ID: 0118363

Deposit Information

*Effective Date: 04/05/2012 *Status: Active

Suppress DDP Advice Print

Distribution Information

Your Bank Information

Country Code: USA United States

Bank ID: 065403626

Bank Name: Regions Bank

Address: 333 Texas Street
Shreveport
LA 71101

International ACH Bank Account Prenotification Required

Distribution

*Account Type: Savings *Deposit Type: [Dropdown]

Net Pay Percent: Net Pay Amount:

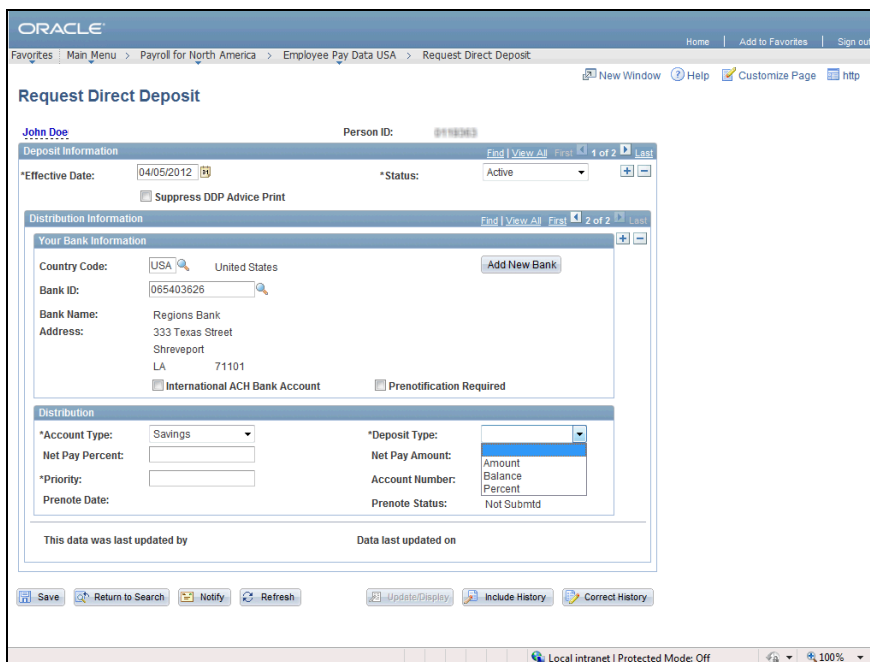
*Priority: Account Number:

Prenote Date: Prenote Status: Not Submtd

This data was last updated by Data last updated on

Save Return to Search Notify Refresh Update/Display Include History Correct History

Step	Action
10.	Click the Deposit Type drop-down arrow and select a deposit type from the list.

Request Direct Deposit

John Doe Person ID: 0118363

Deposit Information

*Effective Date: 04/05/2012 *Status: Active

Suppress DDP Advice Print

Distribution Information

Your Bank Information

Country Code: USA United States

Bank ID: 065403626

Bank Name: Regions Bank

Address: 333 Texas Street
Shreveport
LA 71101

International ACH Bank Account Prenotification Required

Distribution

*Account Type: Savings *Deposit Type: [Dropdown]

Net Pay Percent: Net Pay Amount:

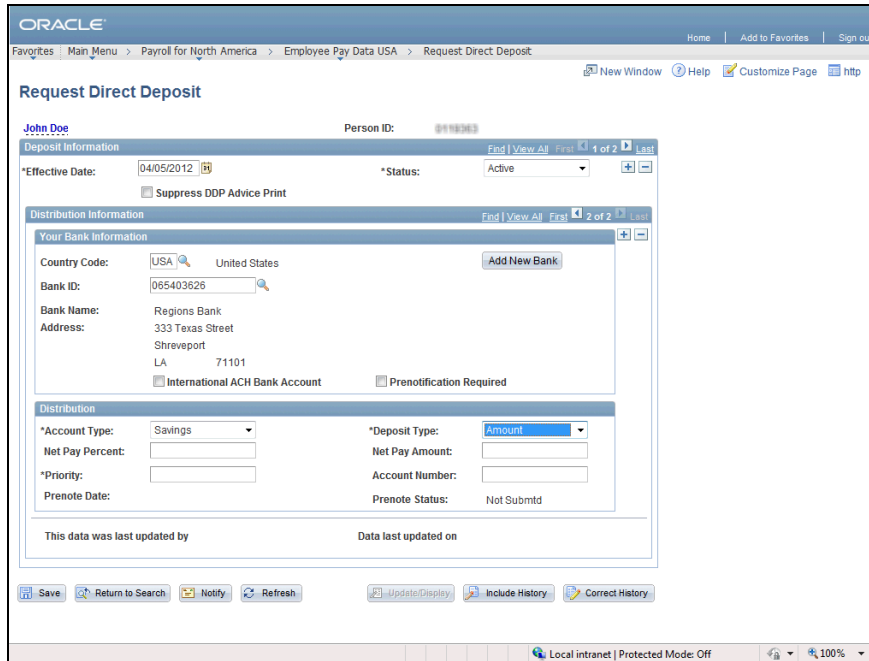
*Priority: Account Number:

Prenote Date: Prenote Status: Not Submtd

This data was last updated by Data last updated on

Save Return to Search Notify Refresh Update/Display Include History Correct History

Step	Action
11.	Click the Amount list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Amount</div>

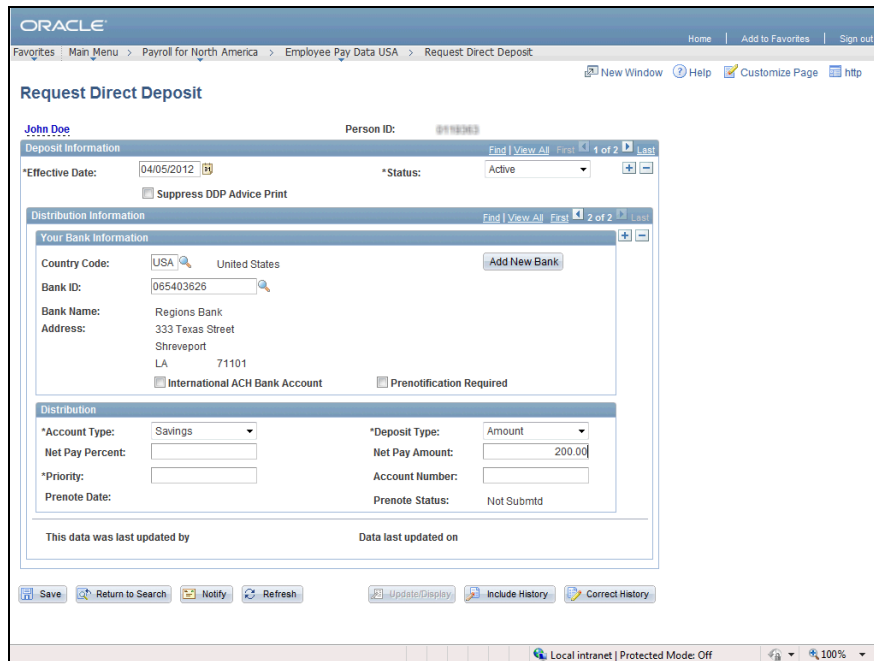


The screenshot shows the Oracle 'Request Direct Deposit' form for John Doe (Person ID: 0118363). The form is divided into several sections:

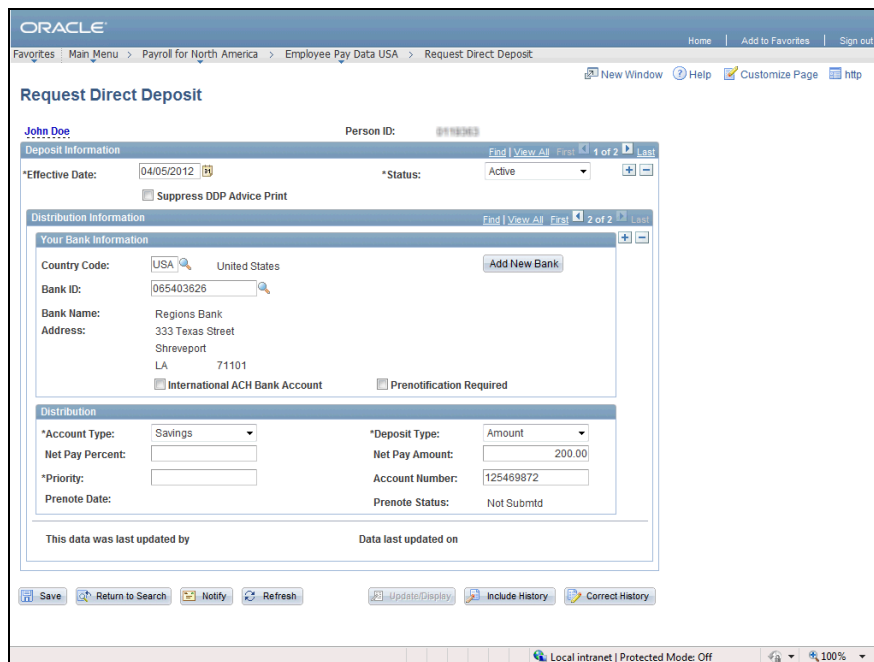
- Deposit Information:** Includes fields for Effective Date (04/05/2012), Status (Active), and a checkbox for Suppress DDP Advice Print.
- Distribution Information:** Contains a sub-section for 'Your Bank Information' with fields for Country Code (USA), Bank ID (065403626), Bank Name (Regions Bank), and Address (333 Texas Street, Shreveport, LA 71101). It also has checkboxes for International ACH Bank Account and Prenotification Required.
- Distribution:** Includes fields for Account Type (Savings), Net Pay Percent, Priority, Prenote Date, Deposit Type (Amount), Net Pay Amount, Account Number, and Prenote Status (Not Submtd).

At the bottom of the form, there are buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History. The status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and a zoom level of 100%.

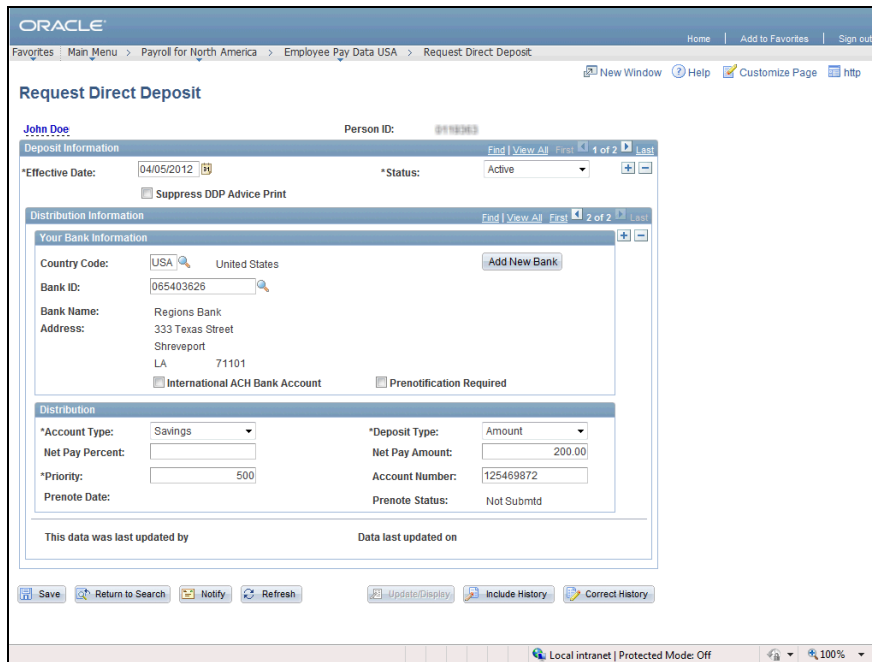
Step	Action
12.	Enter the desired information into the Net Pay Amount field. Enter "200.00".



Step	Action
13.	Enter the desired information into the Account Number field. Enter "125469872".



Step	Action
14.	Enter the desired information into the Priority field. Enter "500".



ORACLE Request Direct Deposit

Person ID: 0118363

Deposit Information

*Effective Date: 04/05/2012 *Status: Active

Suppress DDP Advice Print

Distribution Information

Your Bank Information

Country Code: USA United States

Bank ID: 065403626

Bank Name: Regions Bank
Address: 333 Texas Street
Shreveport LA 71101

International ACH Bank Account Prenotification Required

Distribution

*Account Type: Savings *Deposit Type: Amount

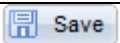
Net Pay Percent: Net Pay Amount: 200.00

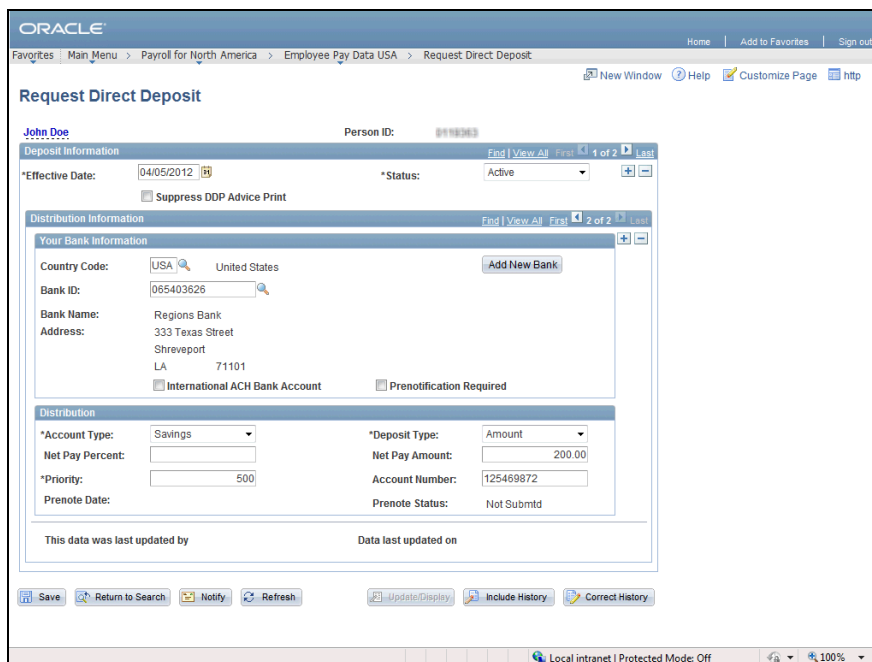
*Priority: 500 Account Number: 125469872

Prenote Date: Prenote Status: Not Submtd

This data was last updated by Data last updated on

Save Return to Search Notify Refresh Update/Display Include History Correct History

Step	Action
15.	Click the Save button. 



ORACLE Request Direct Deposit

Person ID: 0118363

Deposit Information

*Effective Date: 04/05/2012 *Status: Active

Suppress DDP Advice Print

Distribution Information

Your Bank Information

Country Code: USA United States

Bank ID: 065403626

Bank Name: Regions Bank
Address: 333 Texas Street
Shreveport LA 71101

International ACH Bank Account Prenotification Required

Distribution

*Account Type: Savings *Deposit Type: Amount

Net Pay Percent: Net Pay Amount: 200.00

*Priority: 500 Account Number: 125469872

Prenote Date: Prenote Status: Not Submtd

This data was last updated by Data last updated on

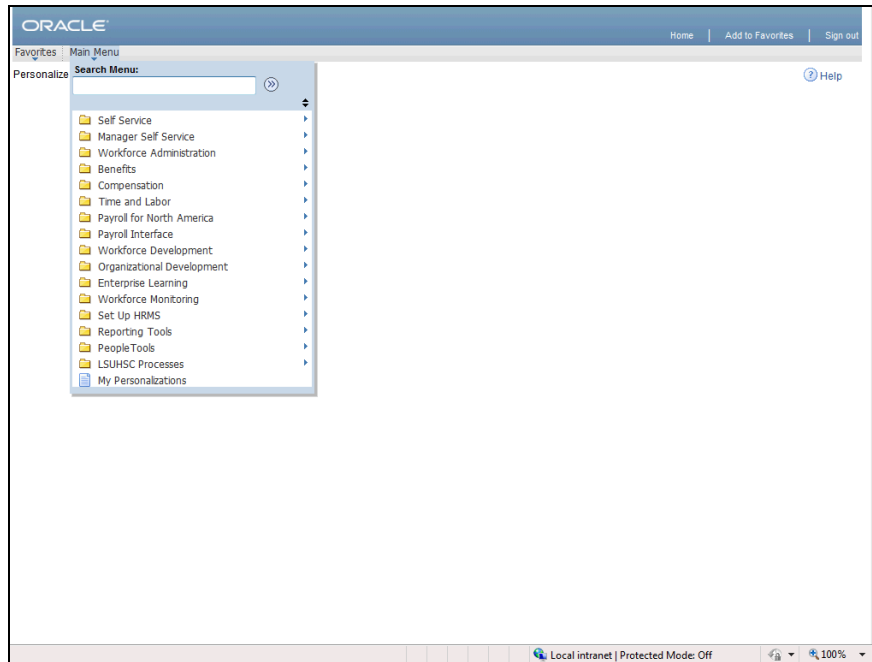
Save Return to Search Notify Refresh Update/Display Include History Correct History


Step	Action
16.	This completes the topic on Record Direct Deposit. End of Procedure.

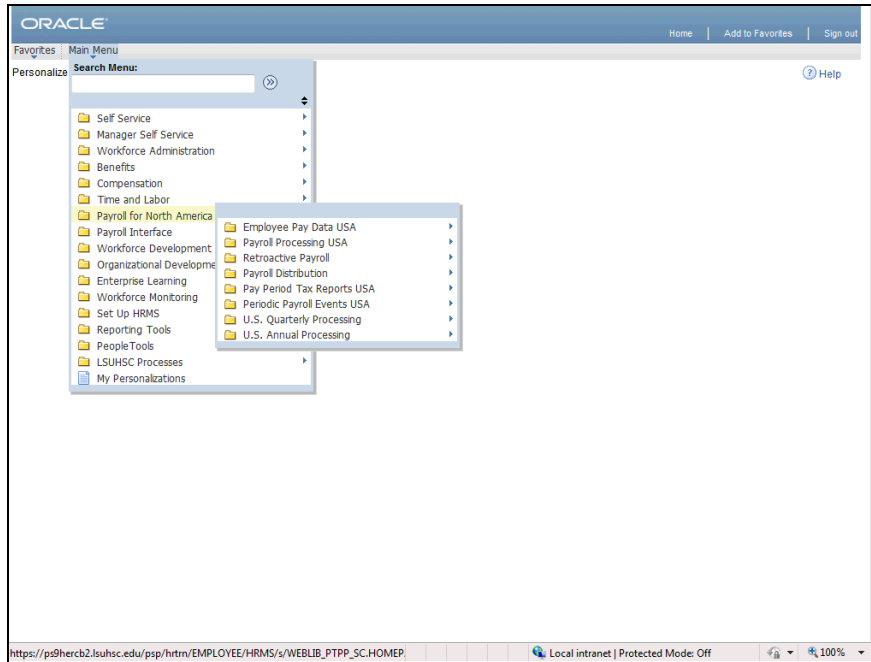
Record a Garnishment

Procedure

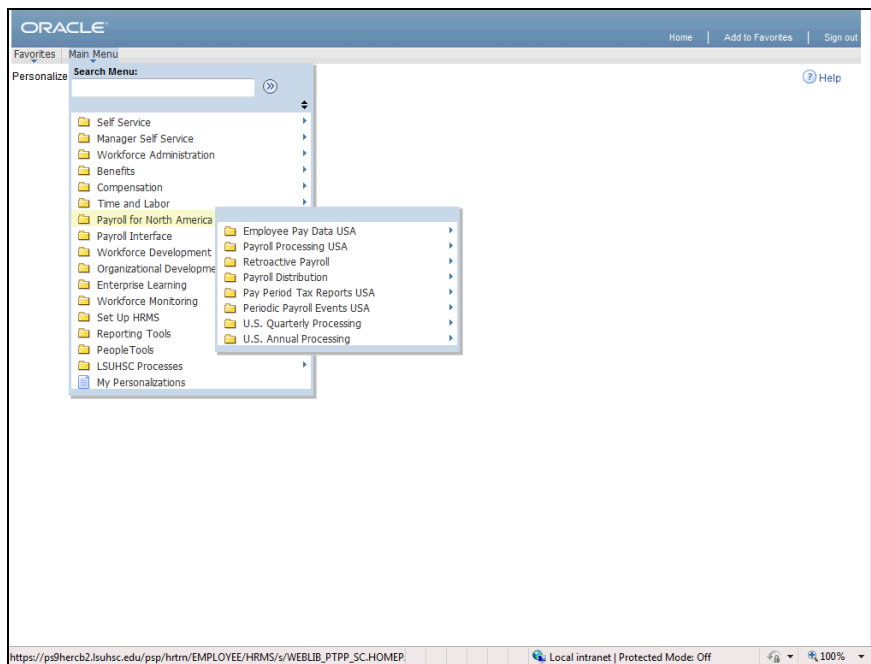
In this topic you will learn how to **Record a Garnishment**.



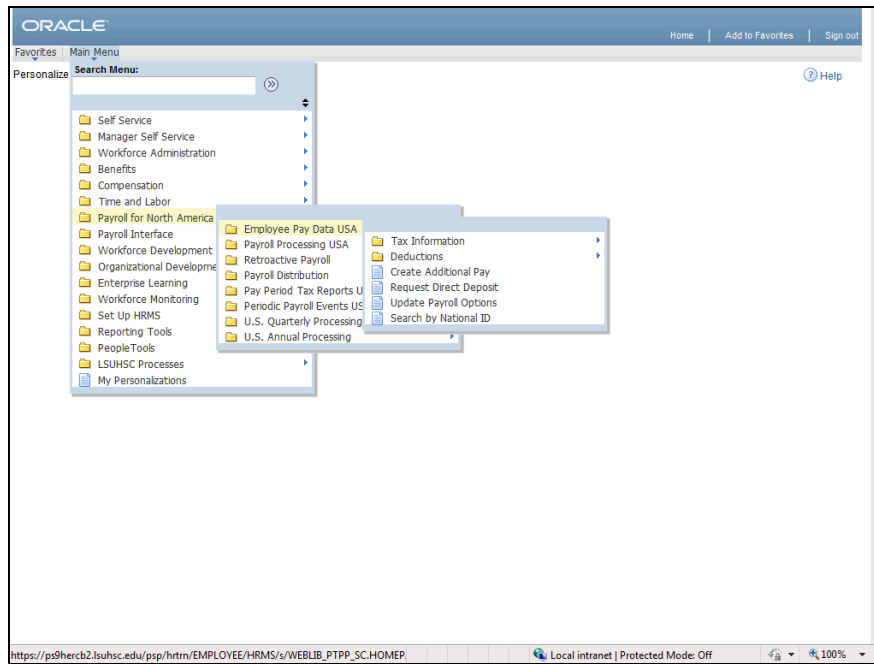
Step	Action
1.	Click the Main Menu button. 



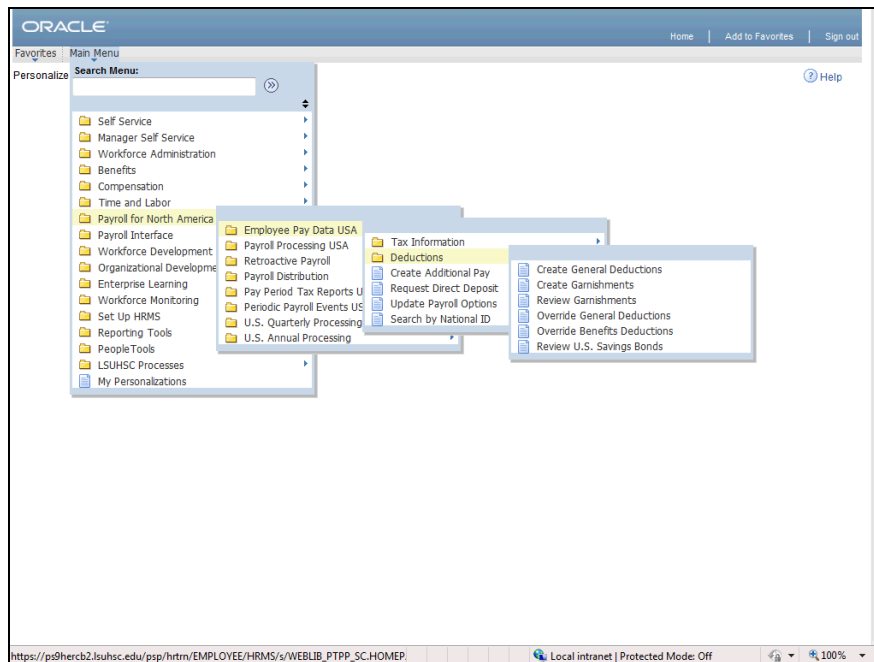
Step	Action
2.	Point to the Payroll for North America menu.



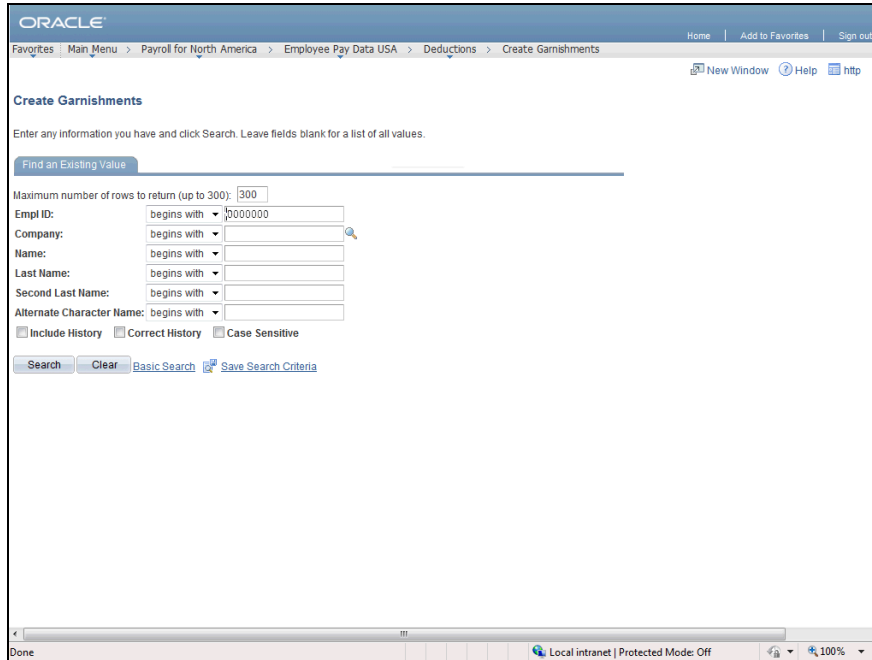
Step	Action
3.	Point to the Employee Pay Data USA menu.



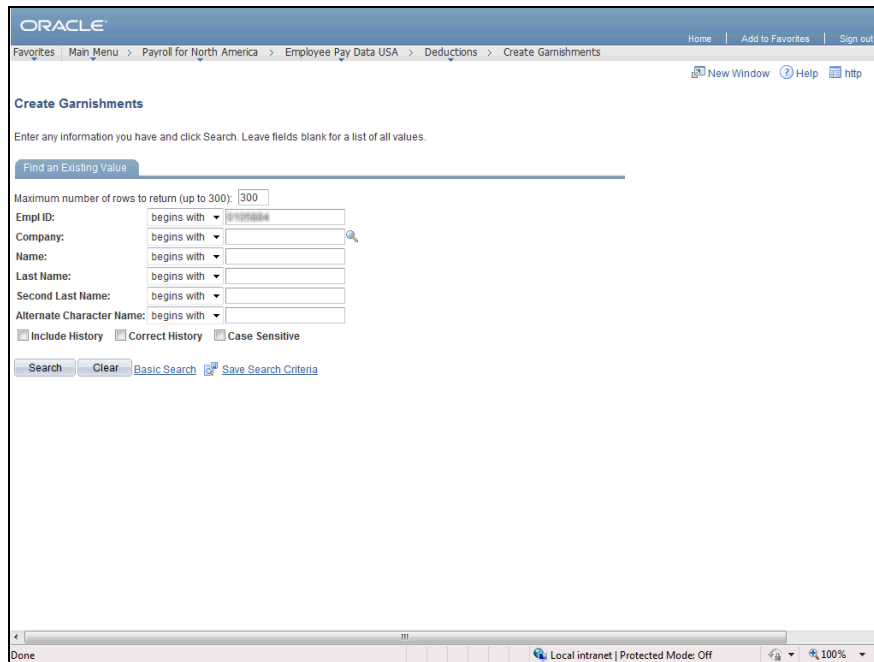
Step	Action
4.	Point to the Deductions menu.

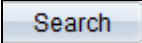


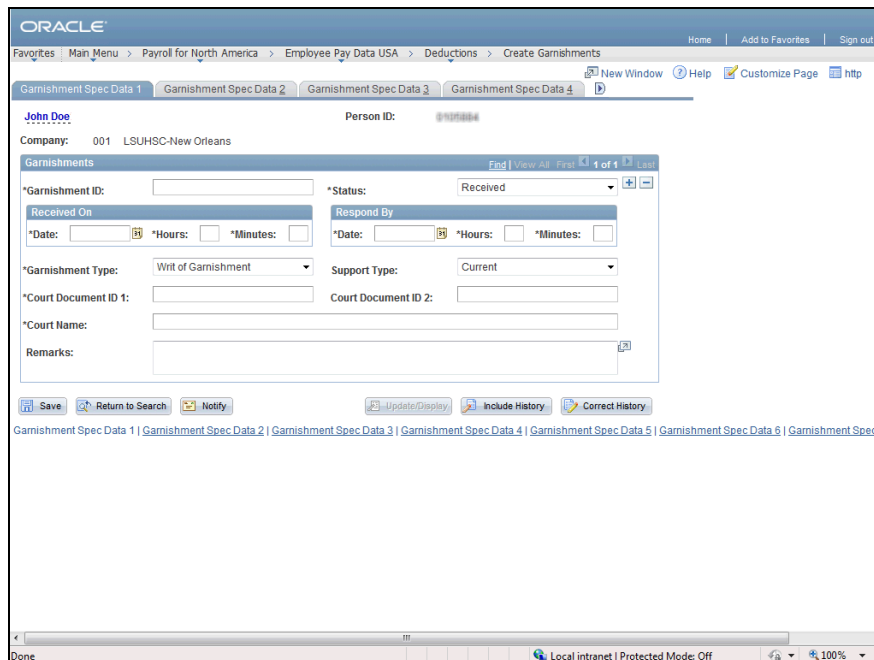
Step	Action
5.	Click the Create Garnishments menu.



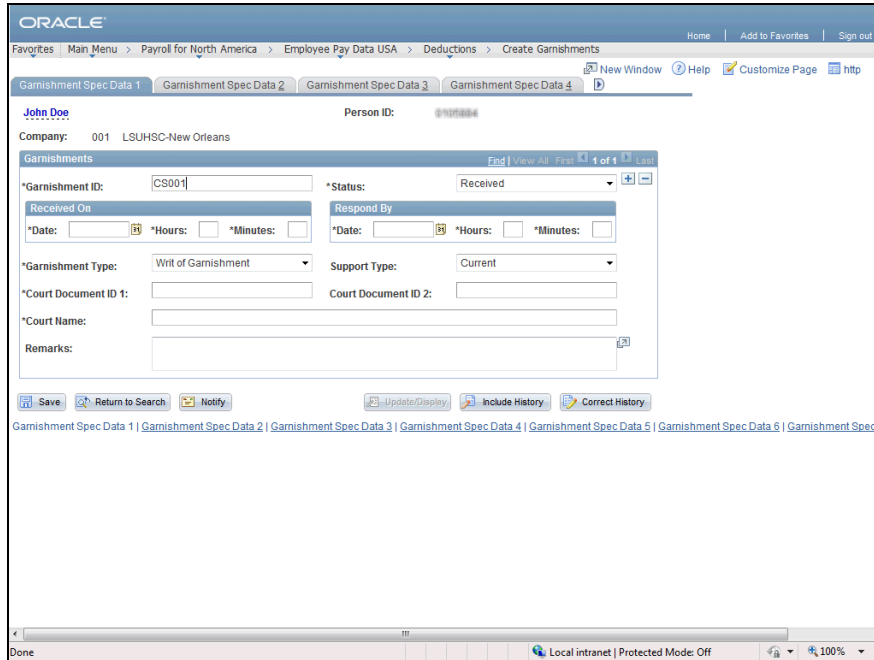
Step	Action
6.	Enter the desired information into the Empl ID field. Enter "0000000".




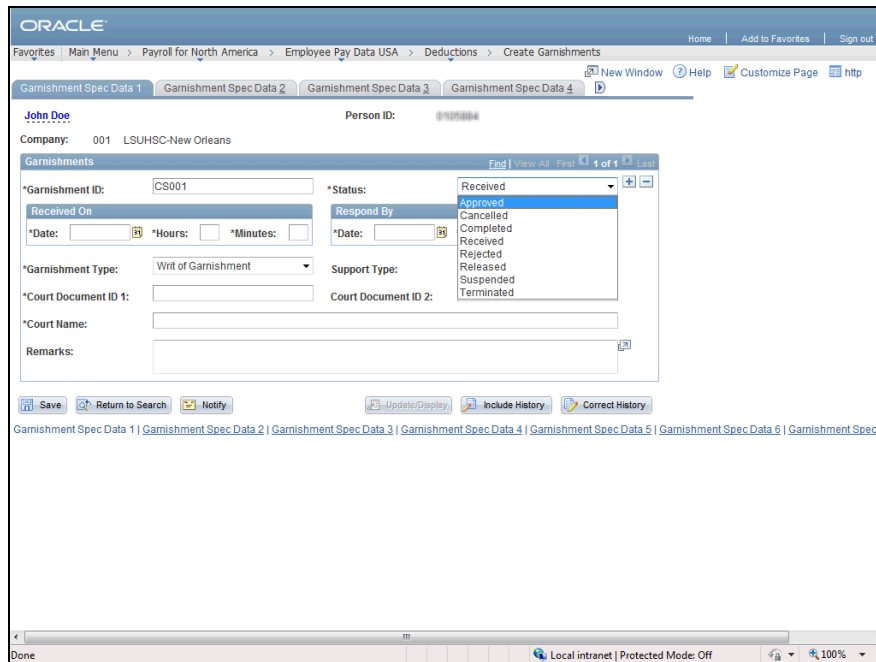
Step	Action
7.	Click the Search button. 



Step	Action
8.	Enter the desired information into the Garnishment ID field. Enter " CS001 ".



Step	Action
9.	Click the drop-down arrow to the right of the Status field. 



ORACLE
 Home | Add to Favorites | Sign out
 Favorites | Main Menu | Payroll for North America | Employee Pay Data USA | Deductions | Create Garnishments
 New Window | Help | Customize Page | http

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4

John Doe | Person ID: 0117884
 Company: 001 LSUHSC-New Orleans

Garnishments | Find | View All | First | 1 of 1 | Last

*Garnishment ID: CS001 | *Status: Received
 Respond By: Approved
 Cancelled
 Completed
 Received
 Rejected
 Released
 Suspended
 Terminated

Received On: *Date: | *Hours: | *Minutes: | *Date: | *Hours: | *Minutes: |

*Garnishment Type: Writ of Garnishment | Support Type: |

*Court Document ID 1: | Court Document ID 2: |


*Court Name: |

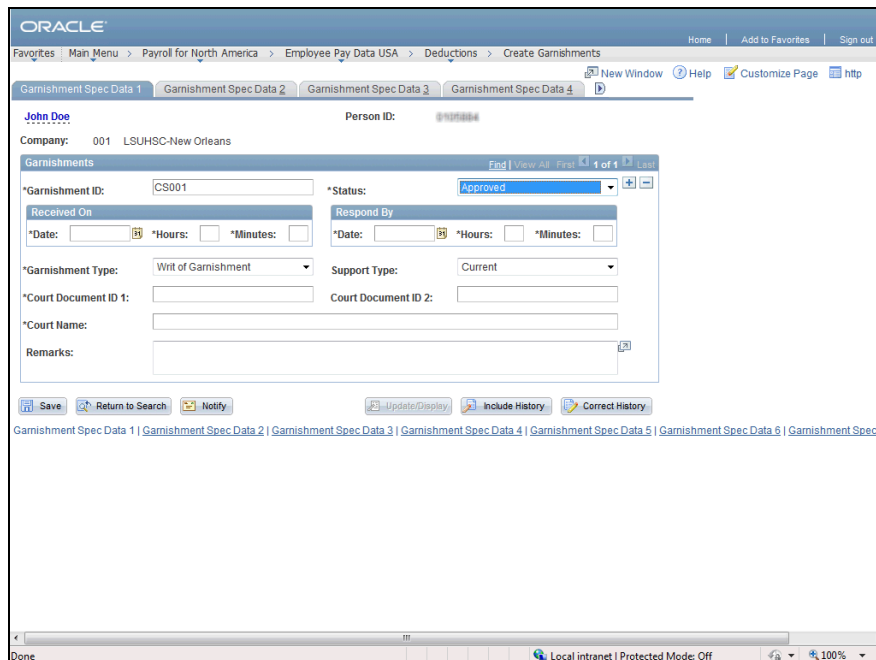
Remarks: |

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Done | Local intranet | Protected Mode: Off | 100%

Step	Action
10.	Select an option from the drop-down list. Click the Approved list item. 



ORACLE
 Home | Add to Favorites | Sign out
 Favorites | Main Menu | Payroll for North America | Employee Pay Data USA | Deductions | Create Garnishments
 New Window | Help | Customize Page | http

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4

John Doe | Person ID: 0117884
 Company: 001 LSUHSC-New Orleans

Garnishments | Find | View All | First | 1 of 1 | Last

*Garnishment ID: CS001 | *Status: Approved
 Respond By: |

Received On: *Date: | *Hours: | *Minutes: | *Date: | *Hours: | *Minutes: |

*Garnishment Type: Writ of Garnishment | Support Type: Current

*Court Document ID 1: | Court Document ID 2: |

*Court Name: |

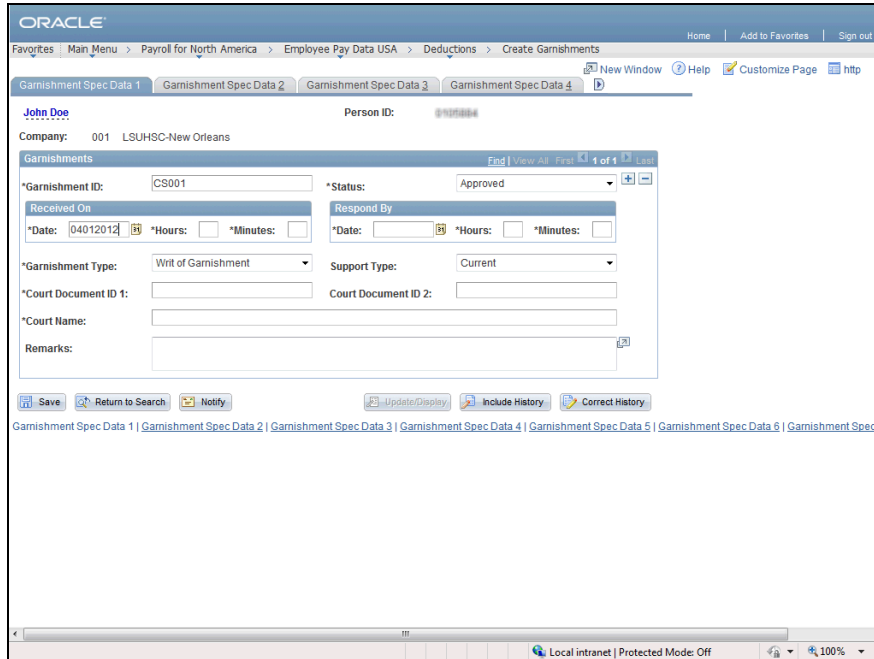
Remarks: |

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Done | Local intranet | Protected Mode: Off | 100%

Step	Action
11.	<p>Click in the Received Date field to enter the Received Date or click the Calendar icon to select a date.</p> <p>Note: Enter the date the garnishment was received, not the date you are entering it into the system.</p>

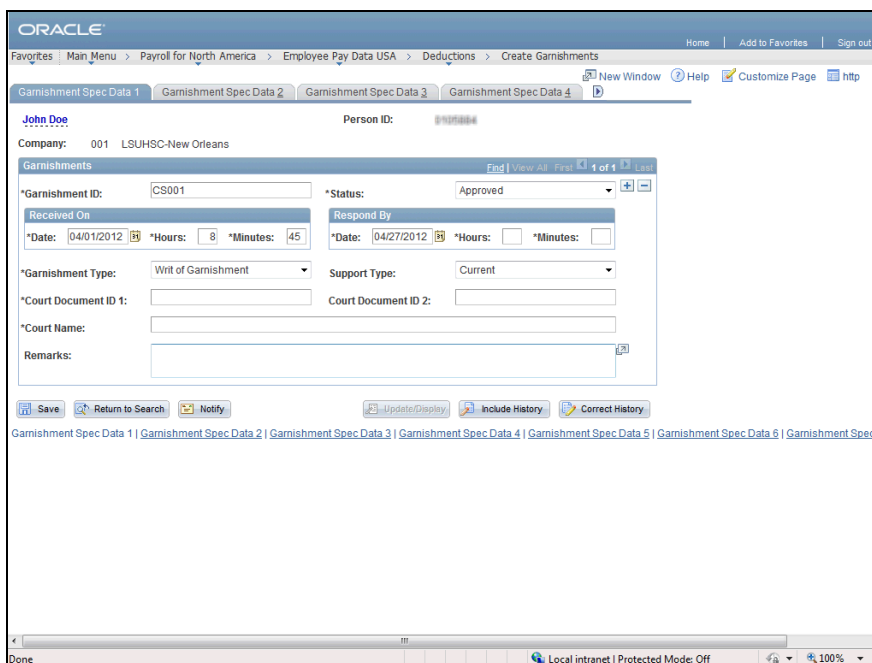


The screenshot shows the Oracle HRMS 'Create Garnishments' form. The form is titled 'Garnishments' and is for 'John Doe' (Person ID: 00100000000000000000) at 'Company: 001 LSUHSC-New Orleans'. The form includes the following fields and controls:

- *Garnishment ID: CS001
- *Status: Approved
- Received On: *Date: 04/01/2012, *Hours: [], *Minutes: []
- Respond By: *Date: [], *Hours: [], *Minutes: []
- *Garnishment Type: Writ of Garnishment
- Support Type: Current
- *Court Document ID 1: []
- Court Document ID 2: []
- *Court Name: []
- Remarks: []

Buttons at the bottom include: Save, Return to Search, Notify, Update/Display, Include History, and Correct History.

Step	Action
12.	<p>Enter the hour and minutes the garnishment was received, not the time you are entering it into the system. Received Time field. Enter "8:45".</p>



ORACLE
 Home | Add to Favorites | Sign out
 Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments
 New Window | Help | Customize Page | http

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4

John Doe Person ID: 0117884
 Company: 001 LSUHSC-New Orleans

Garnishments Find | View All | First | 1 of 1 | Last

*Garnishment ID: CS001 *Status: Approved

Received On Respond By
 *Date: 04/01/2012 *Hours: 8 *Minutes: 45 *Date: 04/27/2012 *Hours: *Minutes:

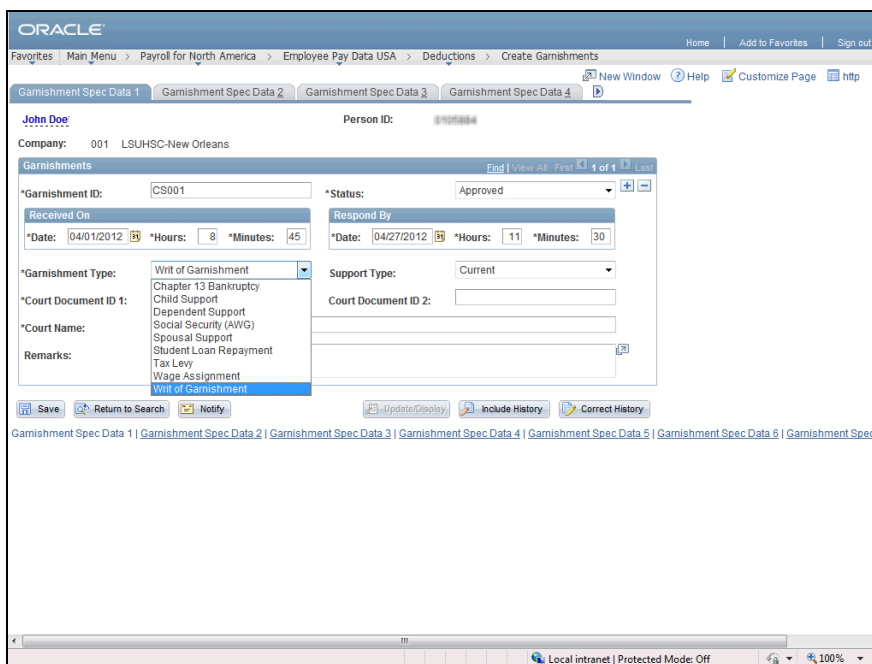
*Garnishment Type: Writ of Garnishment Support Type: Current
 *Court Document ID 1: Court Document ID 2:
 *Court Name:
 Remarks:

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Done Local intranet | Protected Mode: Off 100%

Step	Action
13.	Enter the Respond by Time hour and minutes into the desired fields. Enter "11:30".



ORACLE
 Home | Add to Favorites | Sign out
 Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments
 New Window | Help | Customize Page | http

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4

John Doe Person ID: 0117884
 Company: 001 LSUHSC-New Orleans

Garnishments Find | View All | First | 1 of 1 | Last

*Garnishment ID: CS001 *Status: Approved


Received On Respond By
 *Date: 04/01/2012 *Hours: 8 *Minutes: 45 *Date: 04/27/2012 *Hours: 11 *Minutes: 30

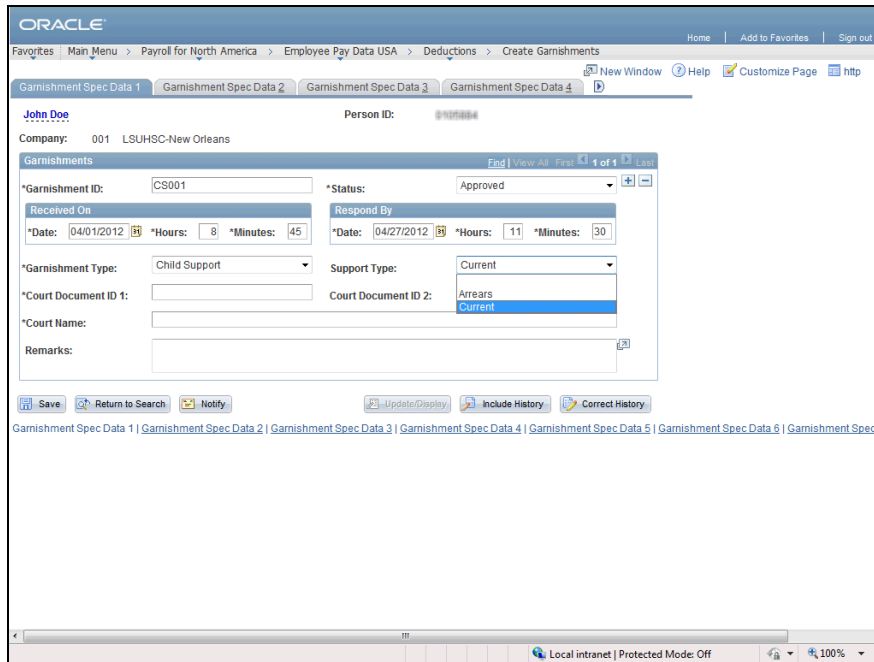
*Garnishment Type: Writ of Garnishment Support Type: Current
 *Court Document ID 1: Chapter 13 Bankruptcy
 Child Support
 Dependent Support
 Social Security (AWG)
 Spousal Support
 Student Loan Repayment
 Tax Levy
 Wage Assignment
 Writ of Garnishment
 *Court Name:
 Remarks:

Save | Return to Search | Notify | Update/Display | Include History | Correct History


Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

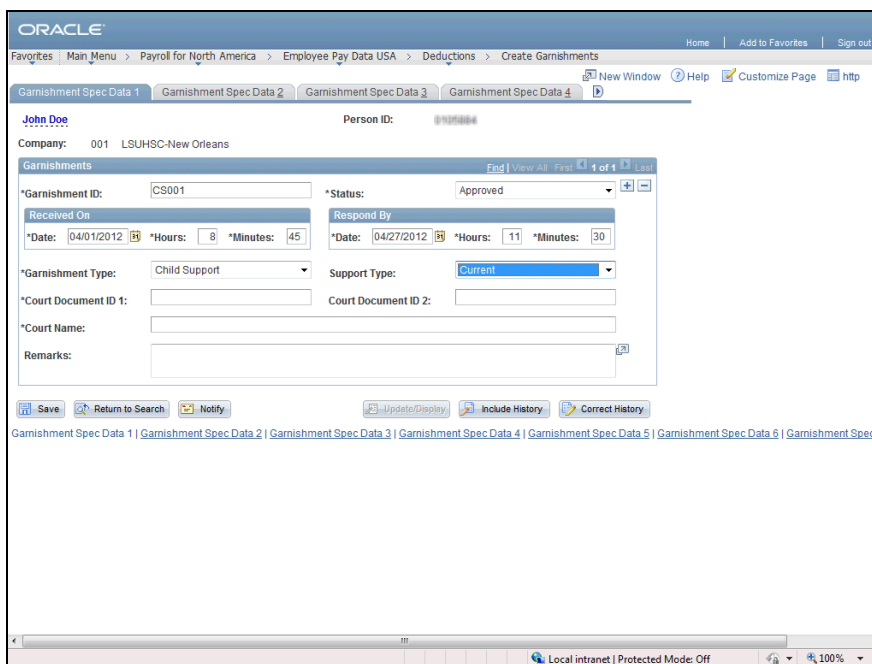
Local intranet | Protected Mode: Off 100%

Step	Action
14.	Click the Garnishment Type drop-down and select an option from the list. 



The screenshot shows the Oracle HRMS interface for creating a garnishment. The user is John Doe, and the company is 001 LSUHSC-New Orleans. The 'Garnishment Type' is 'Child Support'. The 'Support Type' dropdown menu is open, showing options: 'Current', 'Arrears', and 'Current'. The 'Received On' date is 04/01/2012, and the 'Respond By' date is 04/27/2012. The 'Status' is 'Approved'. The 'Court Document ID 2' is 'Current'.

Step	Action
15.	Click the drop-down to the right of the Garnishment Support Type field. 



ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4

John Doe Person ID: 01070004

Company: 001 LSUHSC-New Orleans

Garnishments Find | View All | First | 1 of 1 | Last

*Garnishment ID: CS001 *Status: Approved

Received On Respond By

*Date: 04/01/2012 *Hours: 8 *Minutes: 45 *Date: 04/27/2012 *Hours: 11 *Minutes: 30

*Garnishment Type: Child Support Support Type: Current

*Court Document ID 1: Court Document ID 2:


*Court Name:

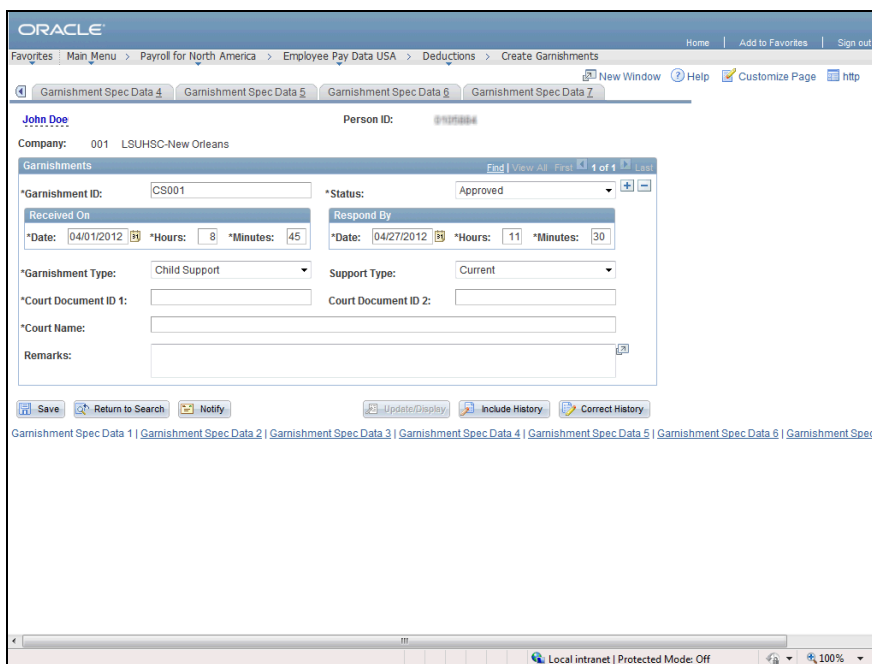
Remarks:

Save Return to Search Notify Update/Display Include History Correct History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Local intranet | Protected Mode: Off

Step	Action
16.	<p>Select a Garnishment Support Type from the drop-down list.</p> <p>Click the Current list item.</p> 



ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments

Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

John Doe Person ID: 01070004

Company: 001 LSUHSC-New Orleans

Garnishments Find | View All | First | 1 of 1 | Last

*Garnishment ID: CS001 *Status: Approved

Received On Respond By

*Date: 04/01/2012 *Hours: 8 *Minutes: 45 *Date: 04/27/2012 *Hours: 11 *Minutes: 30

*Garnishment Type: Child Support Support Type: Current

*Court Document ID 1: Court Document ID 2:

*Court Name:

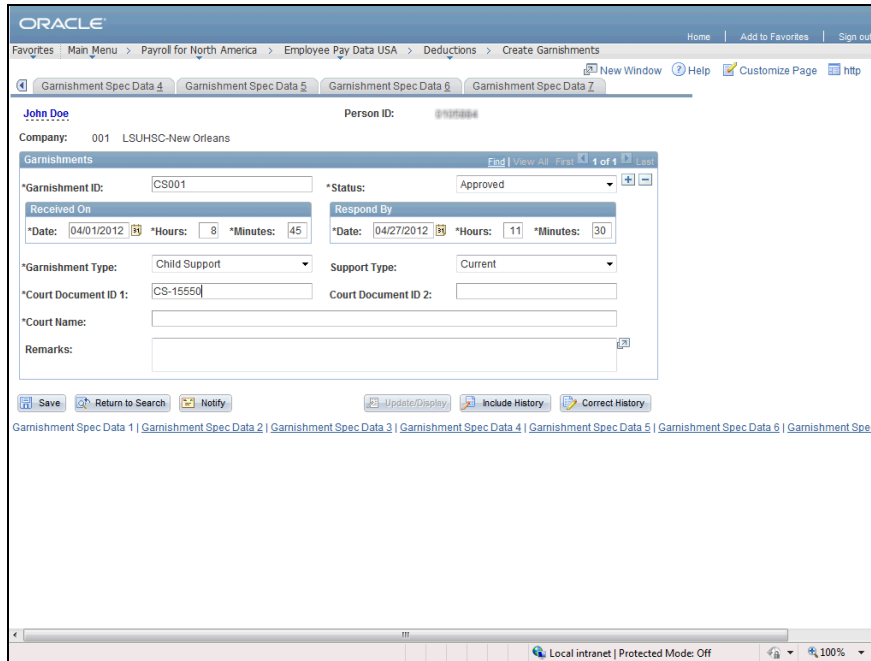
Remarks:

Save Return to Search Notify Update/Display Include History Correct History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Local intranet | Protected Mode: Off

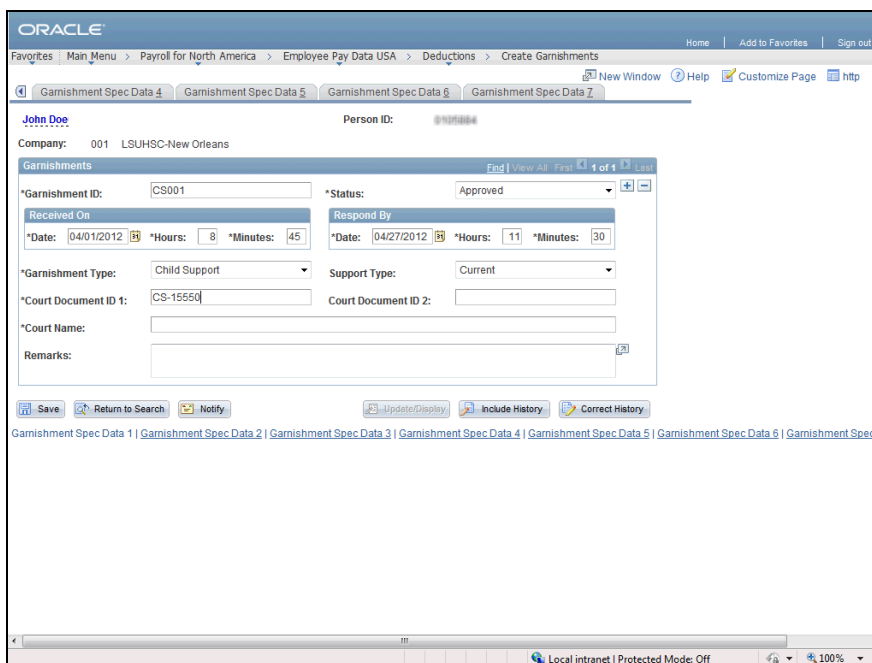
Step	Action
17.	Enter the desired information into the Court Document ID 1 field. Enter " CS-15550 ".



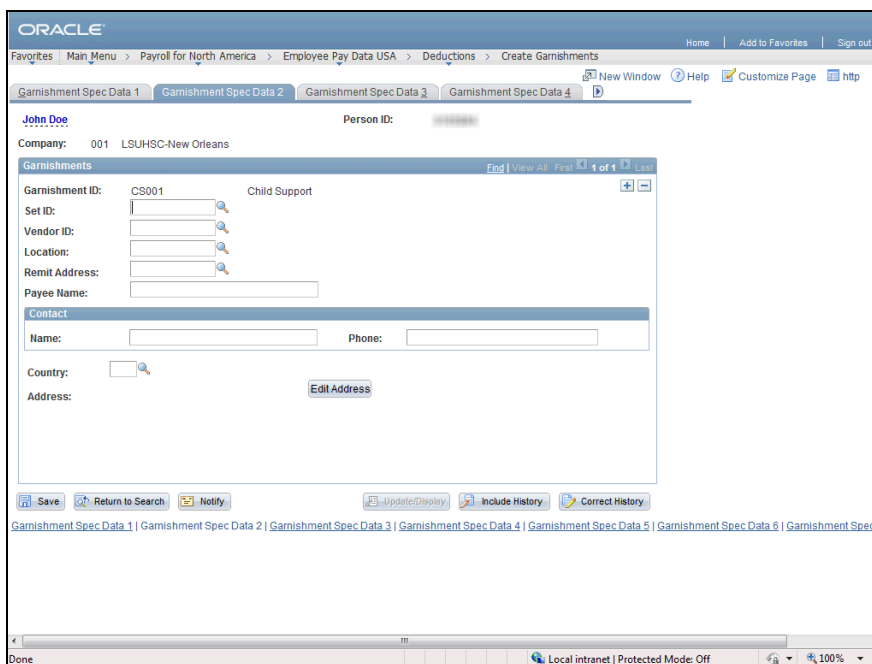
The screenshot shows the Oracle HRMS 'Create Garnishments' form for John Doe. The form includes the following fields and values:

- Garnishment ID:** CS001
- Status:** Approved
- Received On:** Date: 04/01/2012, Hours: 8, Minutes: 45
- Respond By:** Date: 04/27/2012, Hours: 11, Minutes: 30
- Garnishment Type:** Child Support
- Support Type:** Current
- Court Document ID 1:** CS-15550
- Court Document ID 2:** (empty)
- Court Name:** (empty)
- Remarks:** (empty)

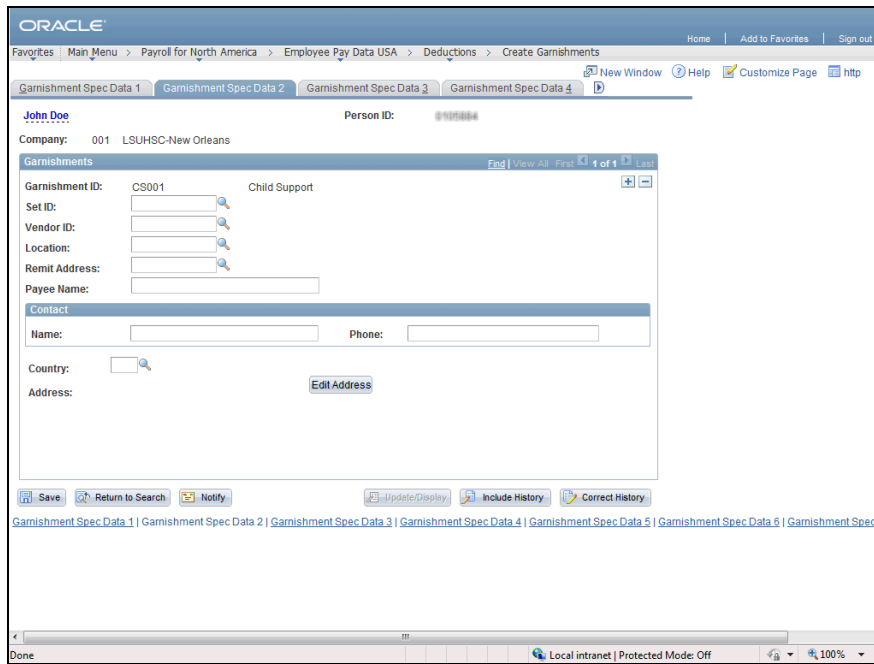
Step	Action
18.	Enter the desired information into the Court Name field. Enter " Juvenile Court Child Support ".




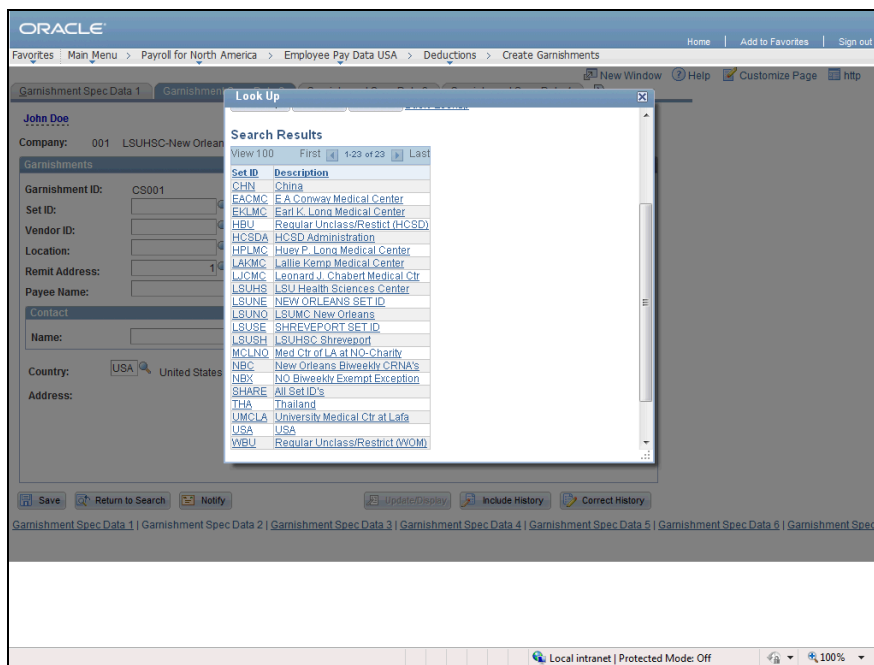
Step	Action
19.	Enter comments as needed in the Remarks field.



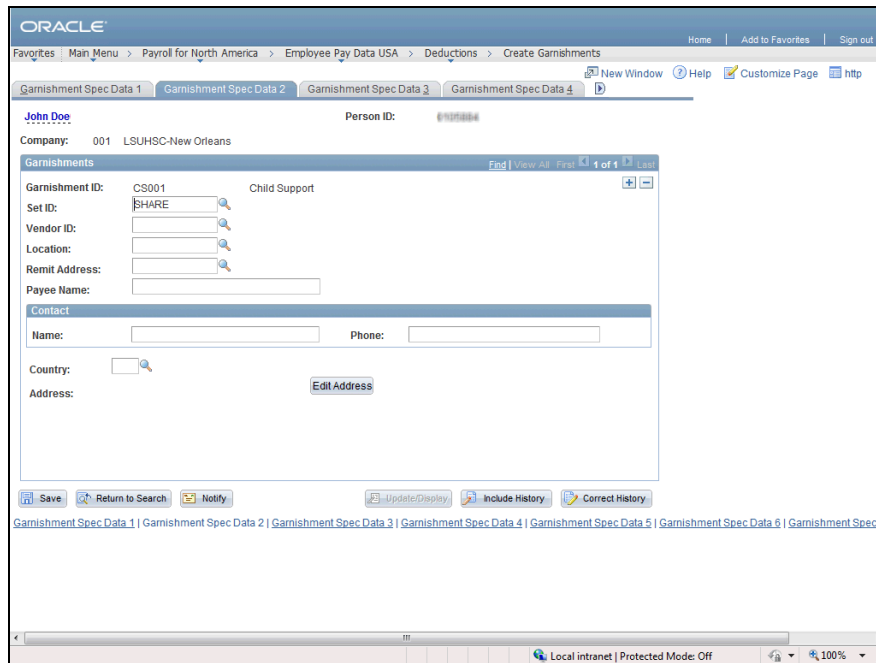
Step	Action
20.	Click the Garnishment Spec Data 2 tab.




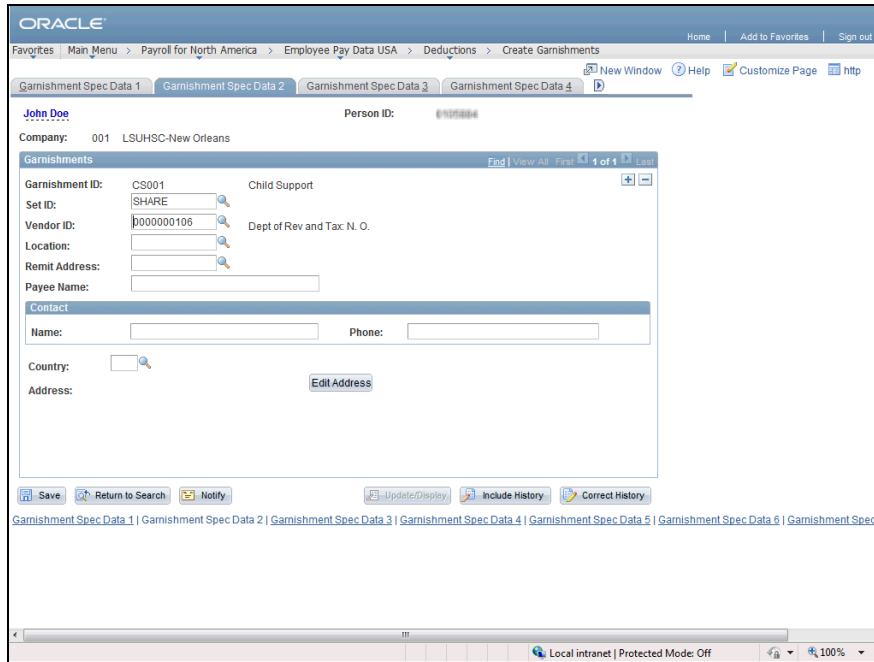
Step	Action
21.	Click the Look up SetID Icon 




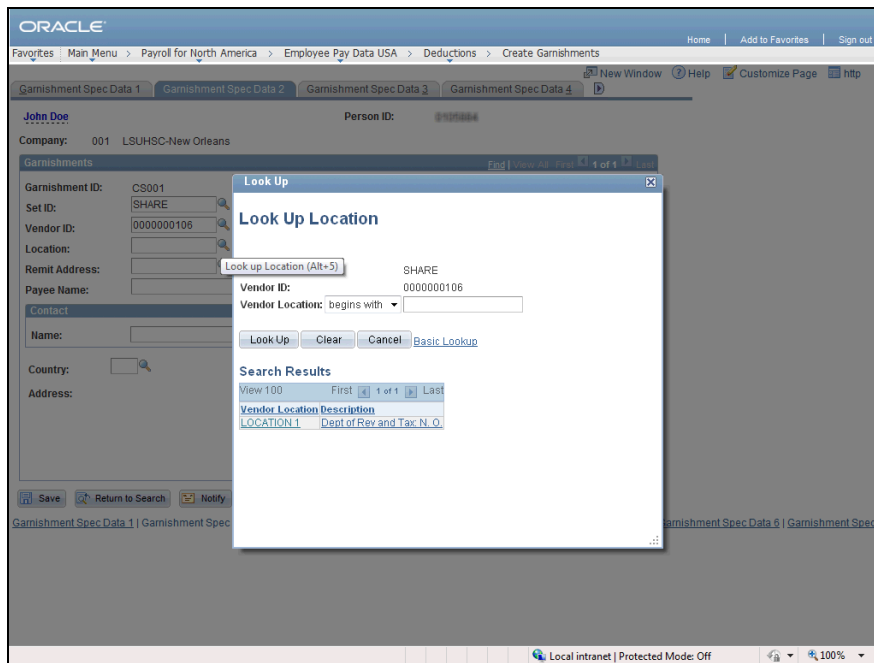
Step	Action
22.	Select SHARE from the drop-down list. 




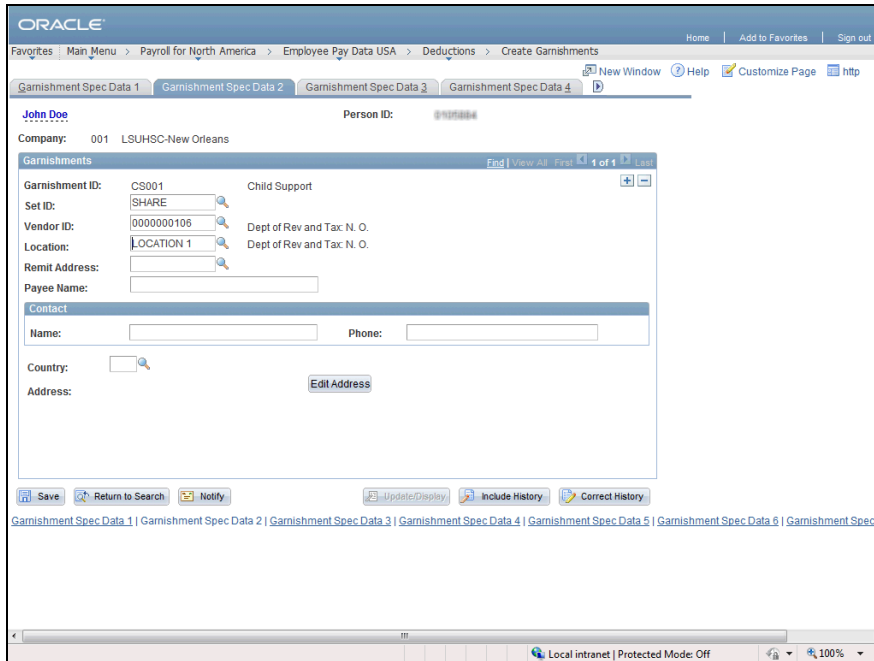
Step	Action
23.	Click the Lookup Vendor ID Icon. 



Step	Action
24.	Click the Look up Location button. 




Step	Action
25.	Click the LOCATION lookup button and select the Vendor Location. 

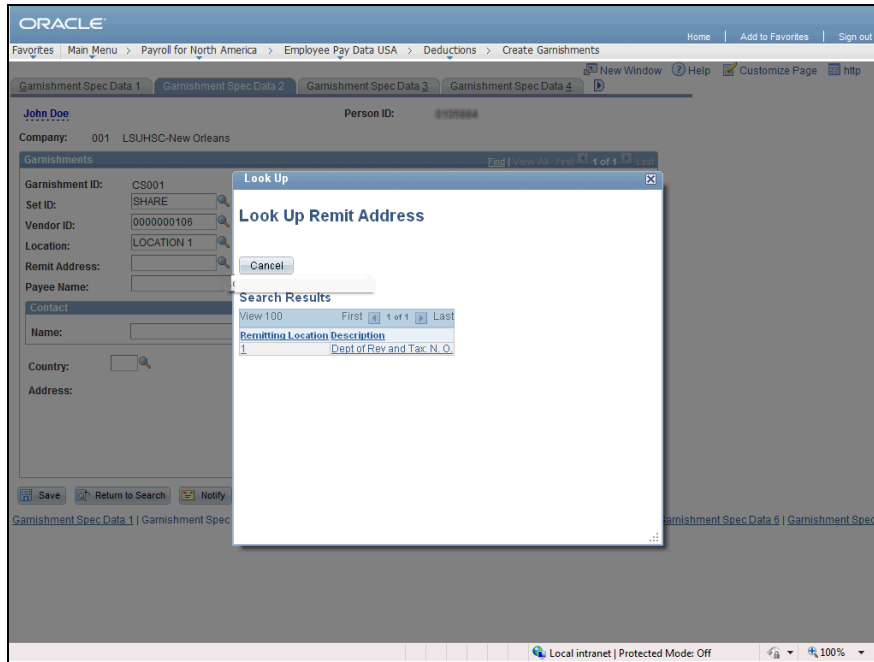



The screenshot shows the Oracle HRMS interface for 'Garnishment Spec Data'. The user is logged in as 'John Doe' (Person ID: 0105884) for company '001 LSUHSC-New Orleans'. The form displays the following fields:

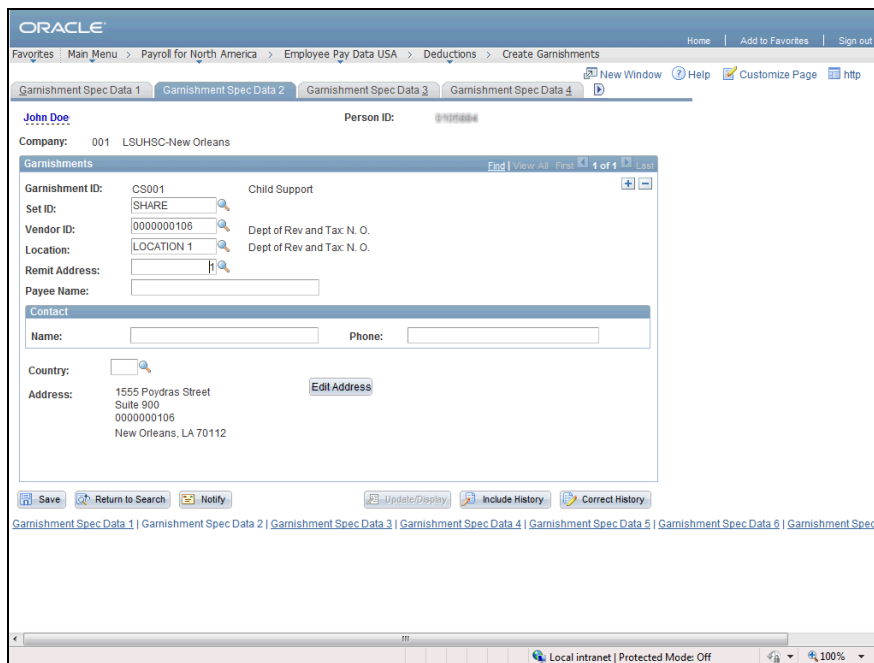
- Garnishment ID:** CS001 (Child Support)
- Set ID:** SHARE
- Vendor ID:** 0000000106 (Dept of Rev and Tax: N. O.)
- Location:** LOCATION 1 (Dept of Rev and Tax: N. O.)
- Remit Address:** (Empty field with a lookup icon)
- Payee Name:** (Empty field)

Below the main form is a 'Contact' section with fields for Name, Phone, Country, and Address, along with an 'Edit Address' button. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

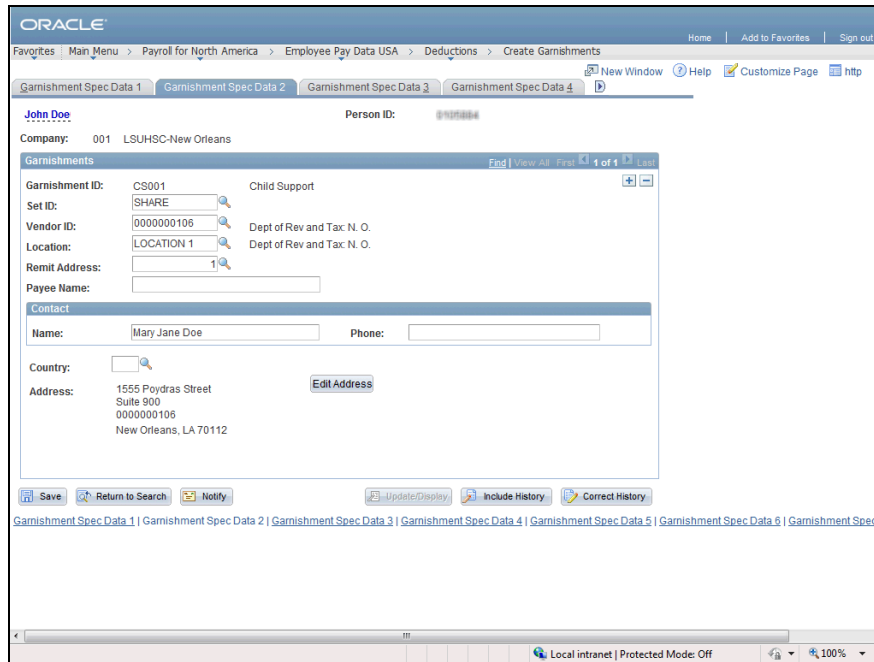
Step	Action
26.	Click the Look up Remit Address button. 



Step	Action
27.	Select the Remitting Location Dept of Rev and Tax: N. O. link. 



Step	Action
28.	Enter the desired information into the Name field. Enter " Mary Jane Doe ".

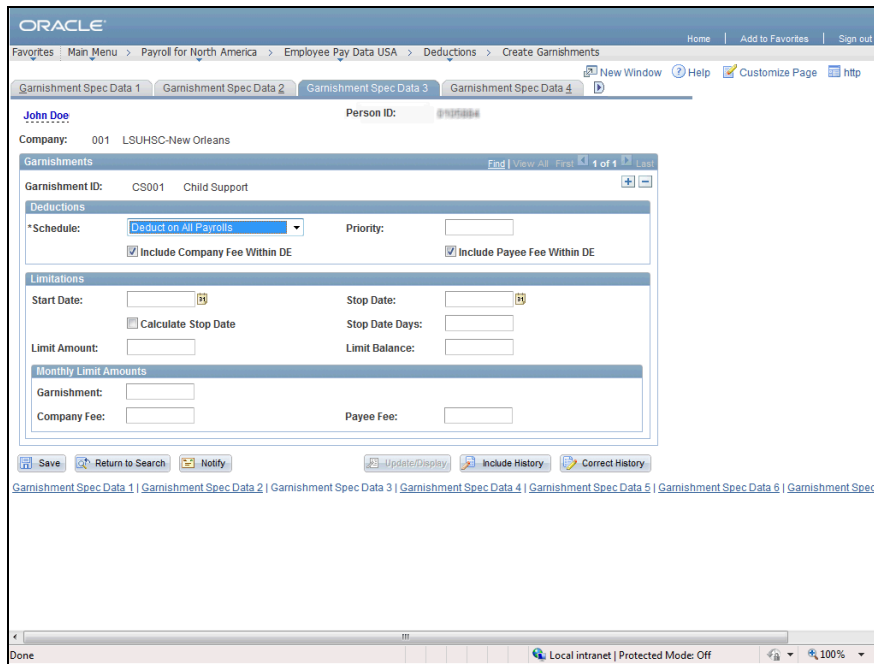


The screenshot shows the Oracle Payroll Training Guide interface for 'Create Garnishments'. The 'Contact' section is expanded, showing the following fields:

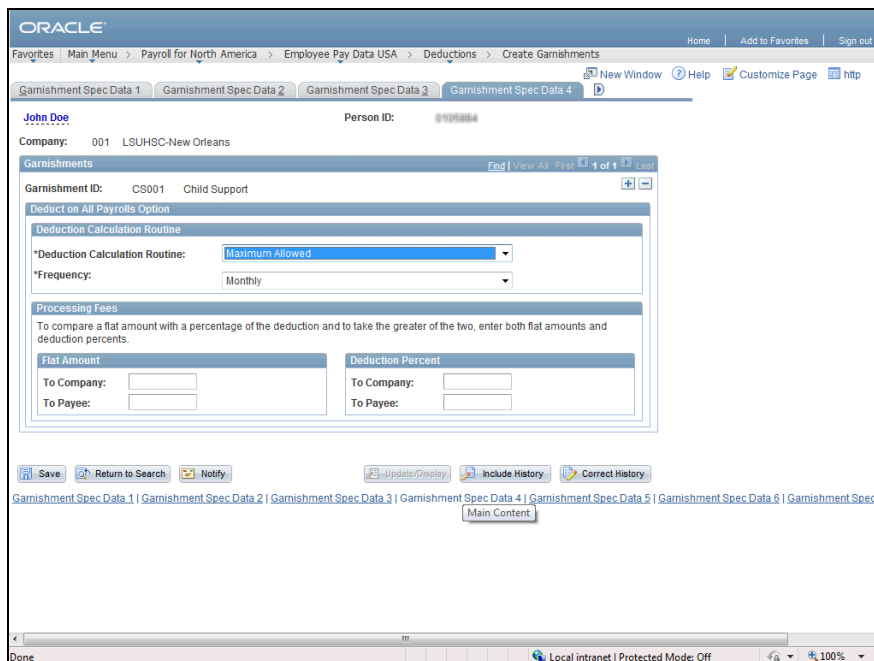
- Name:** Mary Jane Doe
- Phone:** (empty)
- Country:** (empty)
- Address:** 1555 Poydras Street, Suite 900, 0000000106, New Orleans, LA 70112


Buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History' are visible at the bottom of the form.

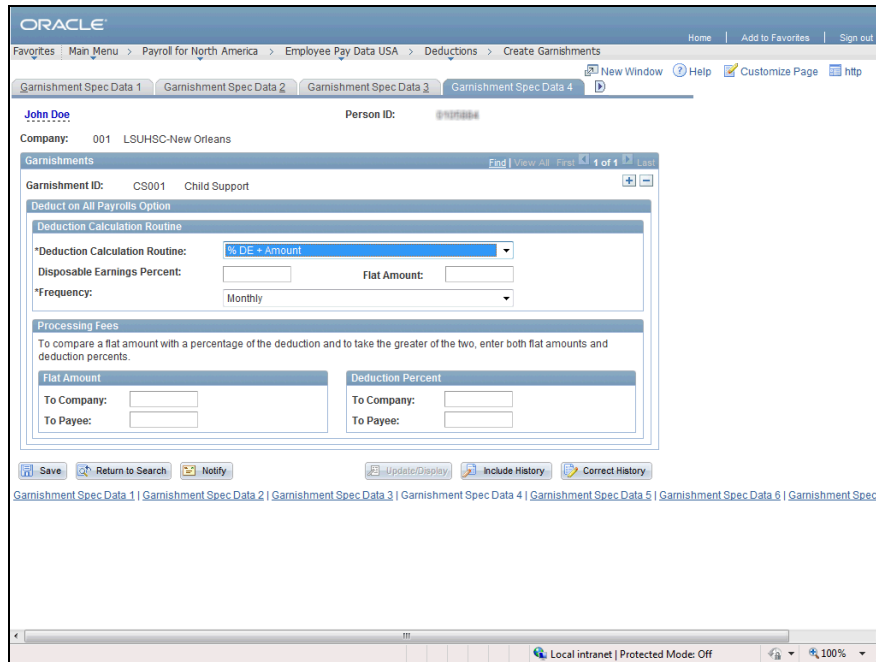
Step	Action
29.	Enter the desired information into the Phone field. Enter " 504-555-1111 ".



Step	Action
30.	<p>Click the Garnishment Spec Data 4 link.</p> <p><i>Note: The Garnishment Spec Data 4 can be selected from the tab at the top of the screen or from the Link at the bottom of the screen.</i></p> <p>Garnishment Spec Data 4</p>

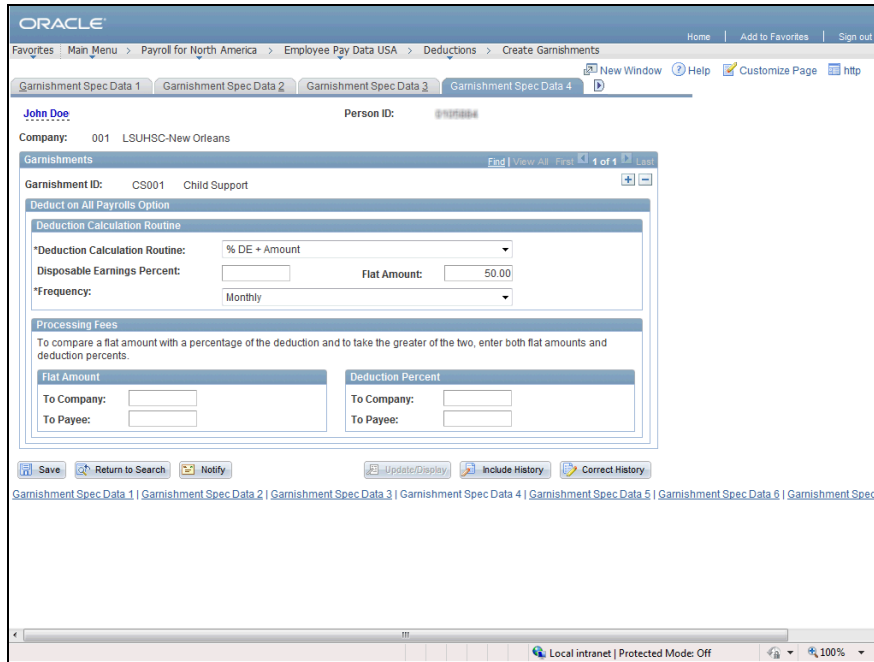


Step	Action
31.	Click the Deduction Calculation Routine drop-down and select % DE + Amount from the drop-down list. 



The screenshot shows the Oracle Payroll system interface for creating a garnishment. The user is logged in as John Doe, and the company is 001 LSUHSC-New Orleans. The garnishment ID is CS001, and the child support is being processed. The 'Deduction Calculation Routine' dropdown menu is open, and the option '% DE + Amount' is selected. Below this, there are fields for 'Disposable Earnings Percent', 'Flat Amount', and 'Frequency' (set to Monthly). There are also sections for 'Processing Fees' with 'Flat Amount' and 'Deduction Percent' sub-sections, each containing 'To Company' and 'To Payee' fields. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
32.	Enter the desired information into the Flat Amount field. Enter "50.00" .



ORACLE
Home | Add to Favorites | Sign out
Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments
New Window | Help | Customize Page | http

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | D

John Doe Person ID: 00100004
Company: 001 LSUHSC-New Orleans

Garnishments Find | View All | First | 1 of 1 | Last
Garnishment ID: CS001 Child Support

Deduct on All Payrolls Option
Deduction Calculation Routine
*Deduction Calculation Routine: % DE + Amount
Disposable Earnings Percent: Flat Amount: 50.00
*Frequency: Monthly

Processing Fees
To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.

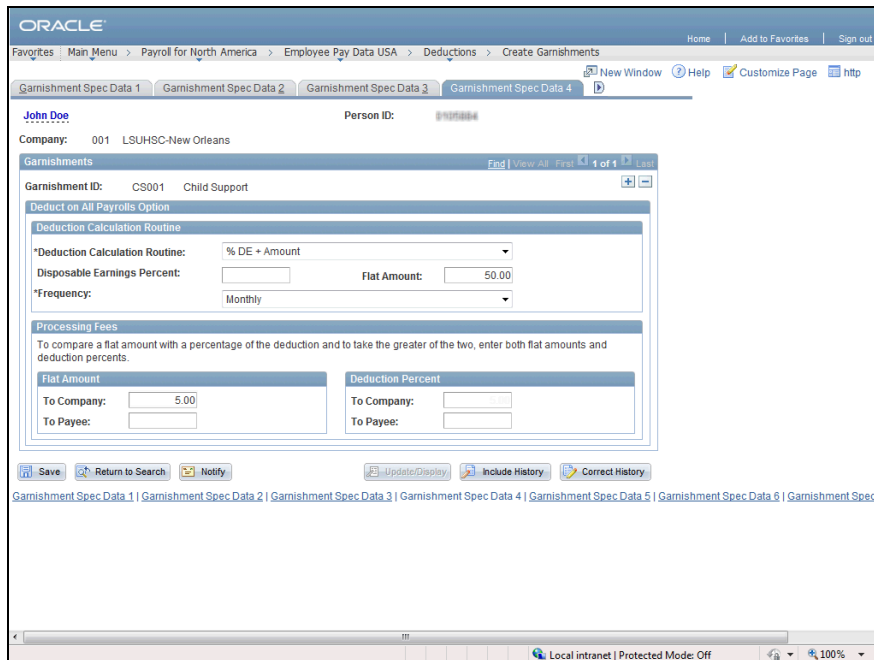
Flat Amount		Deduction Percent	
To Company:		To Company:	
To Payee:		To Payee:	

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Local intranet | Protected Mode: Off | 100%

Step	Action
33.	To record Processing Fees Defaults, enter the desired information into the To Company Flat Amount field. Enter "5.00" .



ORACLE
Home | Add to Favorites | Sign out
Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments
New Window | Help | Customize Page | http

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | D

John Doe Person ID: 00100004
Company: 001 LSUHSC-New Orleans

Garnishments Find | View All | First | 1 of 1 | Last
Garnishment ID: CS001 Child Support

Deduct on All Payrolls Option
Deduction Calculation Routine
*Deduction Calculation Routine: % DE + Amount
Disposable Earnings Percent: Flat Amount: 50.00
*Frequency: Monthly


Processing Fees
To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.

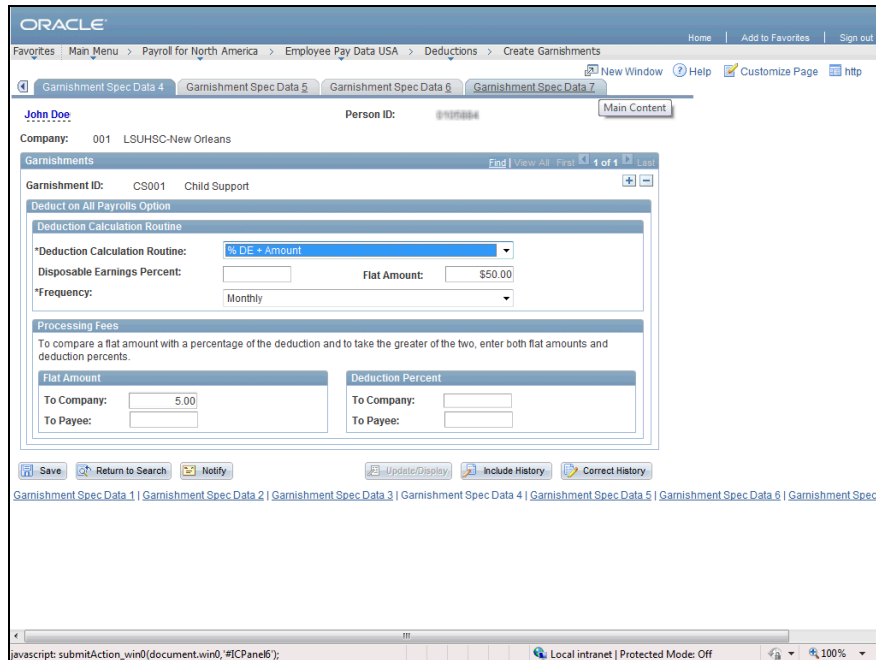
Flat Amount		Deduction Percent	
To Company:	5.00	To Company:	
To Payee:		To Payee:	

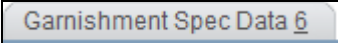
Save | Return to Search | Notify | Update/Display | Include History | Correct History

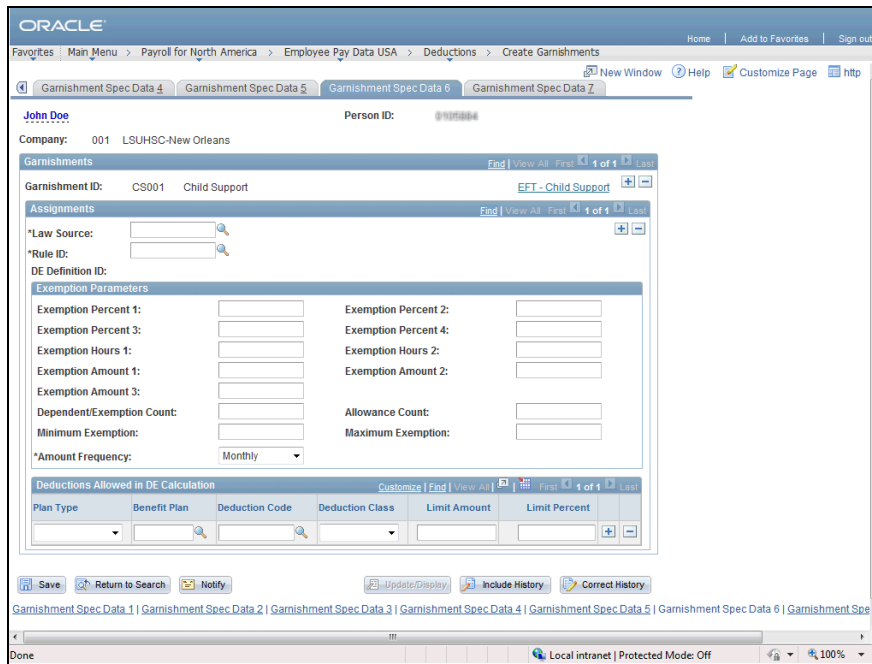
Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7


Local intranet | Protected Mode: Off | 100%

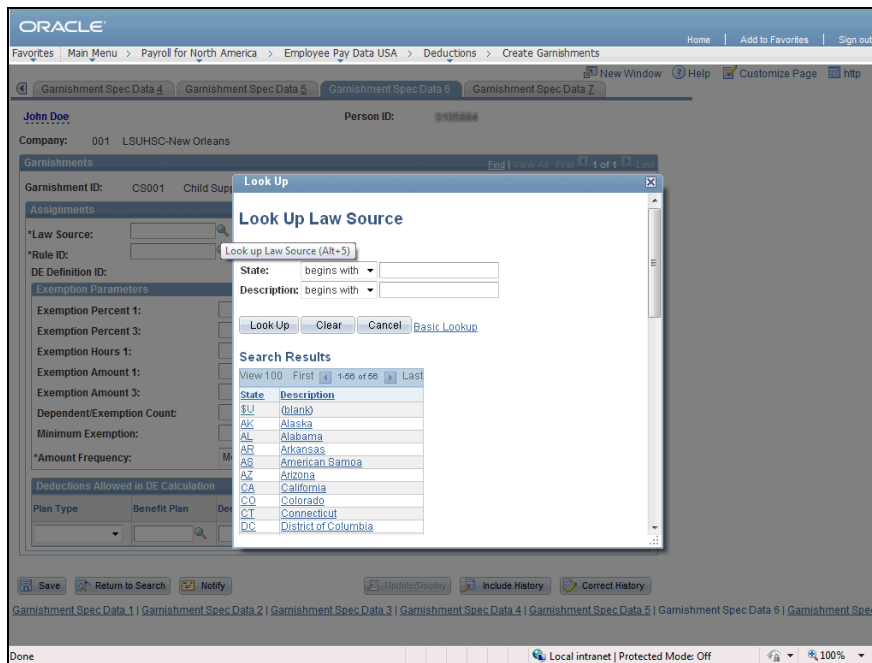
Step	Action
34.	Click the Show following tabs button to display additional tabs. 




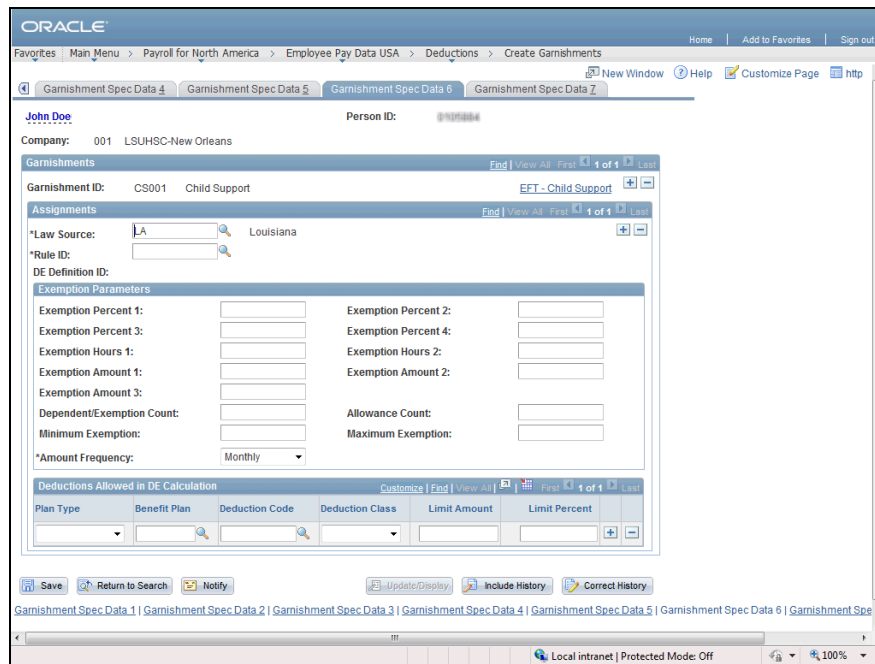
Step	Action
35.	Click the Garnishment Spec Data 6 tab. 




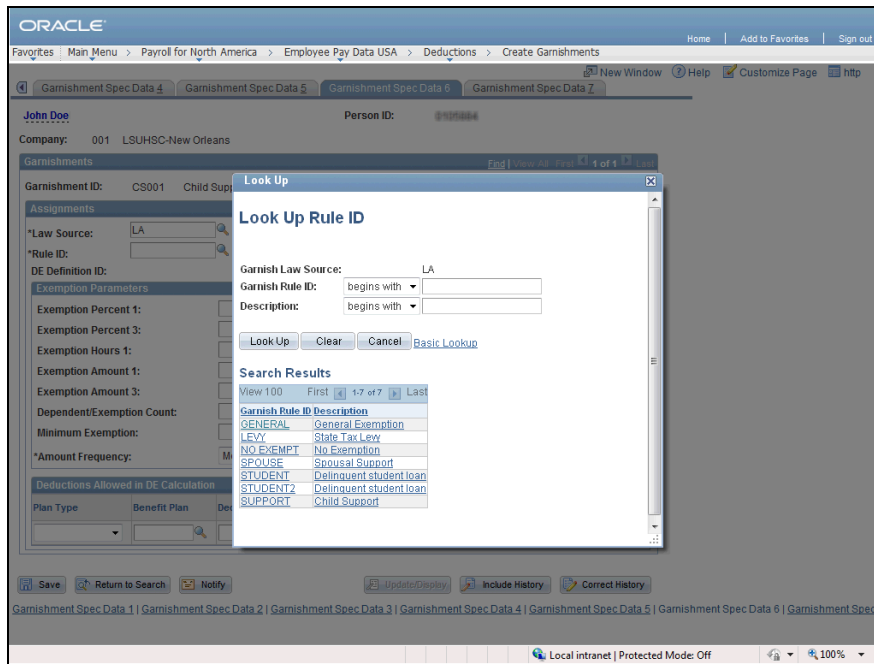
Step	Action
36.	Click the Look up Law Source button. 



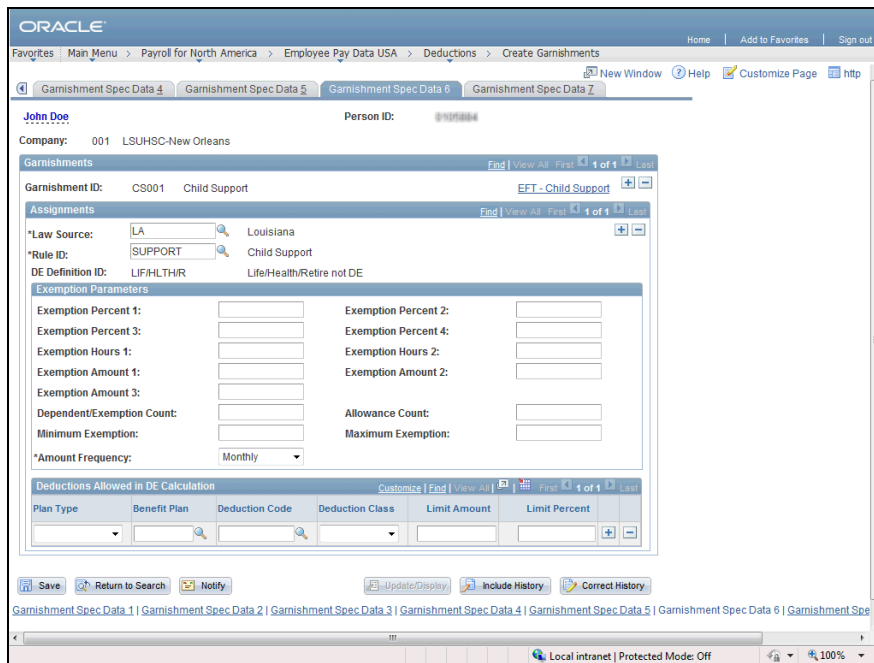
Step	Action
37.	<p>Only two (2) options are available Law Source: \$U and LA.</p> <p>Click the LA - Louisiana link.</p> 

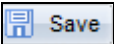


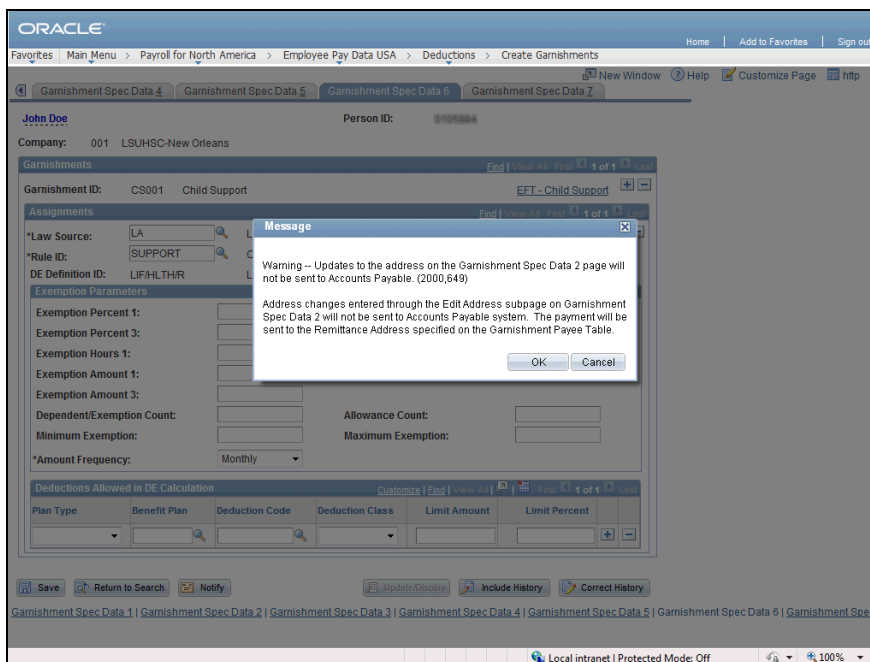
Step	Action
38.	<p>Click the Look up Rule ID button.</p> 




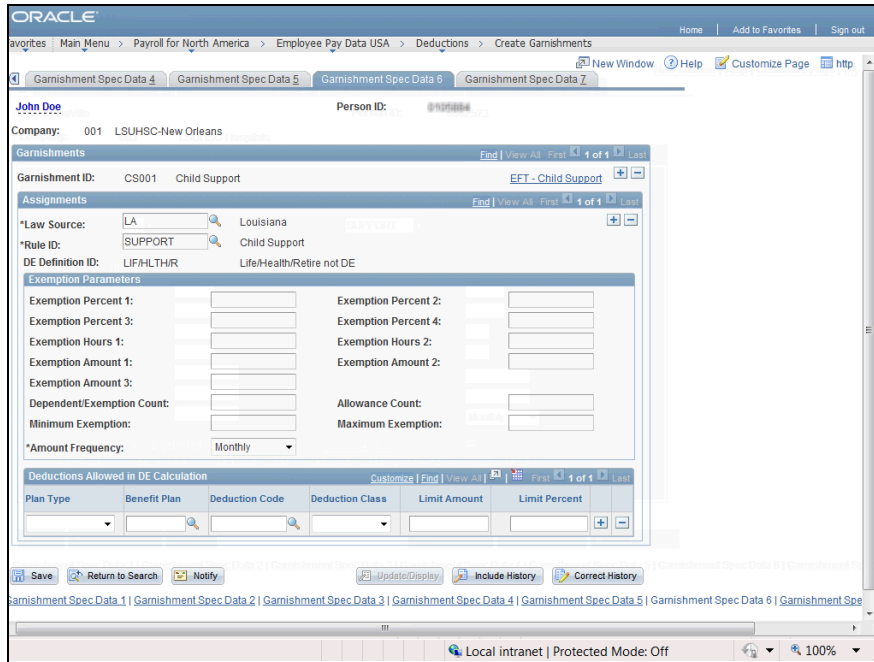
Step	Action
39.	Click the SUPPORT link. SUPPORT



Step	Action
40.	Click the Save button. 



Step	Action
41.	Click the OK button. 



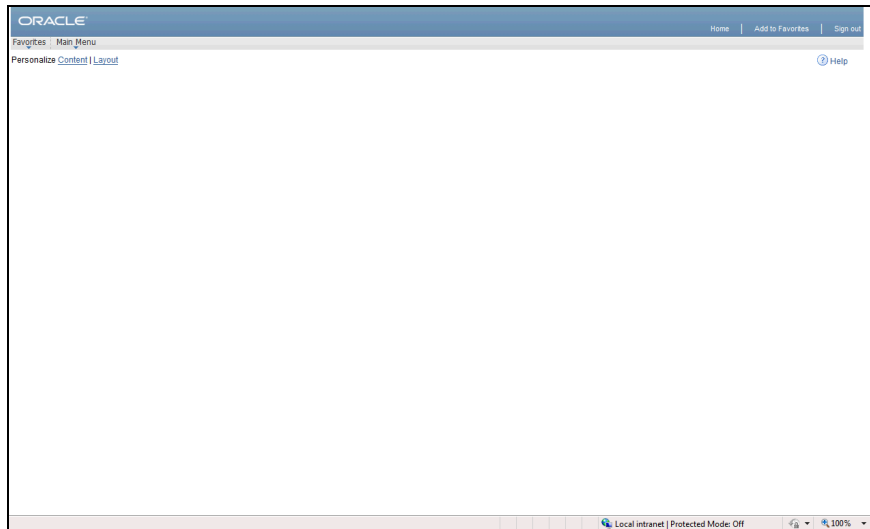
Step	Action
42.	This completes the topic on Record a Garnishment. End of Procedure.


Payroll Processing

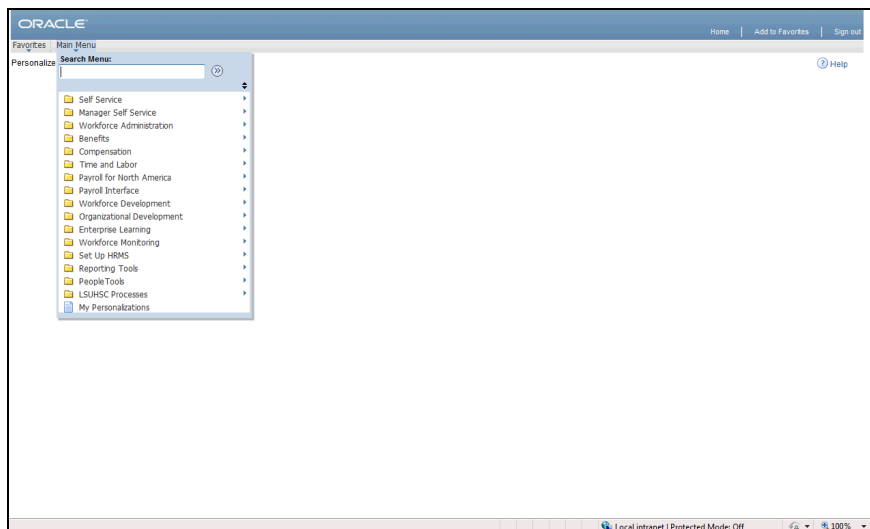
View Paycheck Data

Procedure

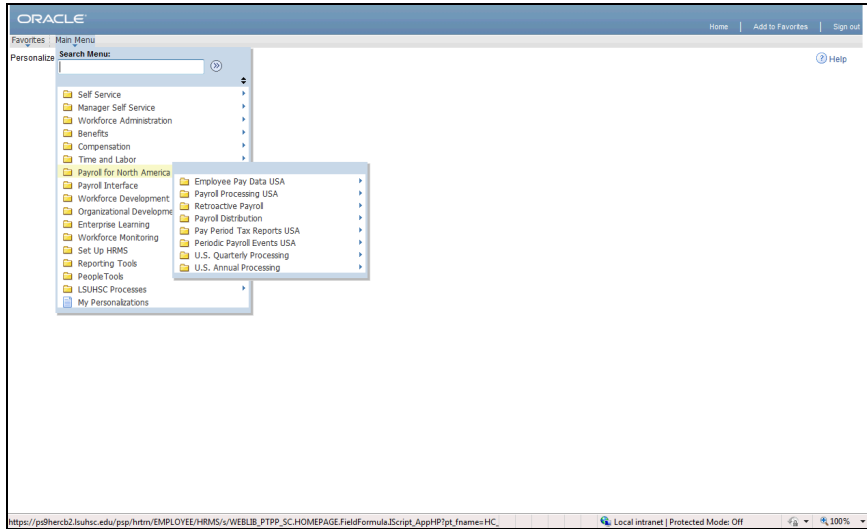
In this topic you will learn how to View Paycheck Data of an Employee.



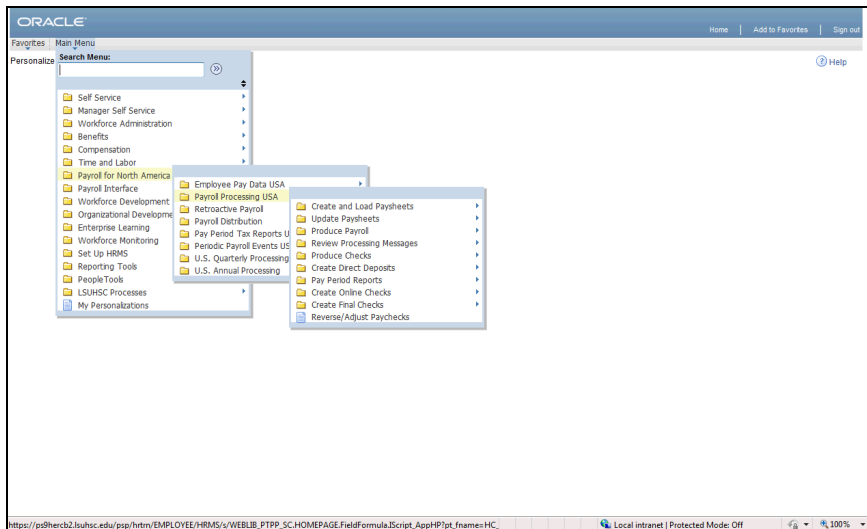
Step	Action
1.	Click the Main Menu button. 



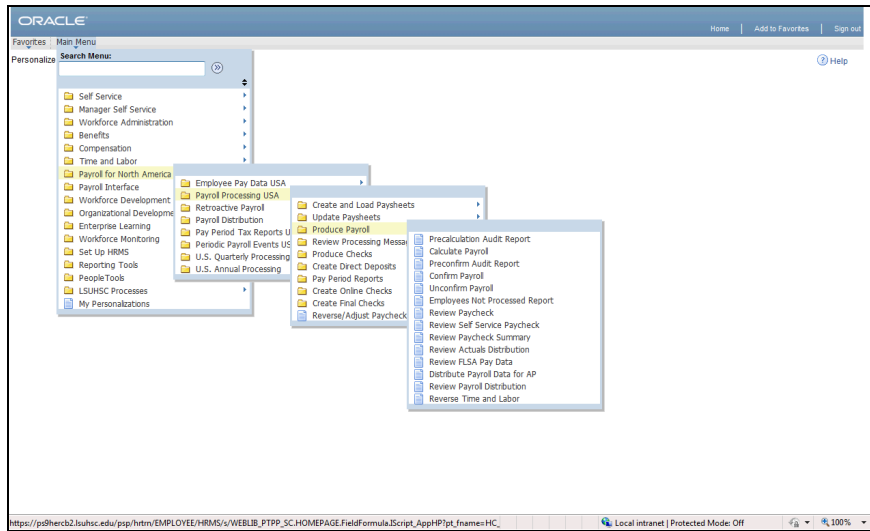
Step	Action
2.	Point to the Payroll for North America menu.



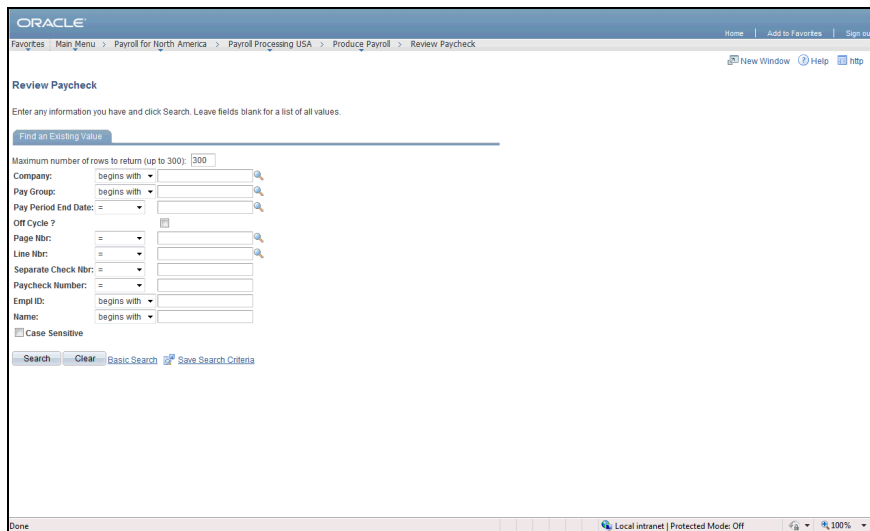
Step	Action
3.	Point to the Payroll Processing USA menu.



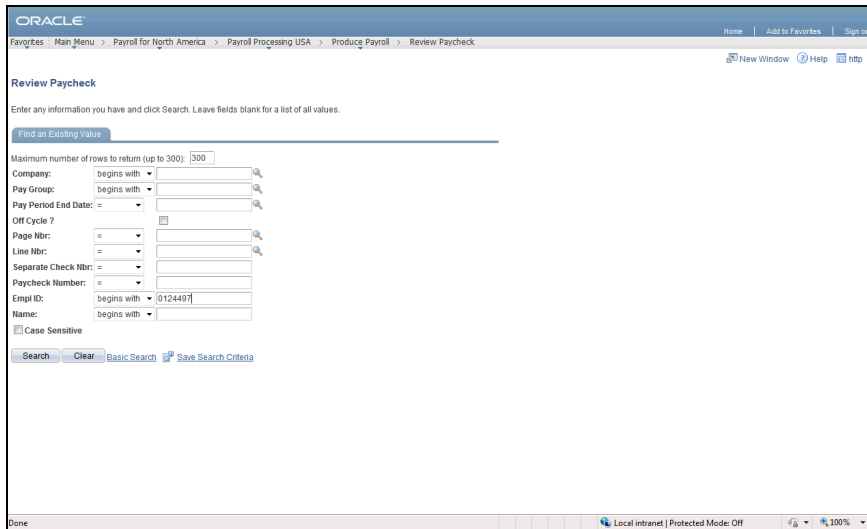
Step	Action
4.	Point to the Produce Payroll menu.



Step	Action
5.	Click the Review Paycheck menu.



Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 000000 ".



Review Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Company: begins with

Pay Group: begins with

Pay Period End Date: =

Off Cycle?

Page Nbr: =

Line Nbr: =

Separate Check Nbr: =

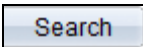
Paycheck Number: =

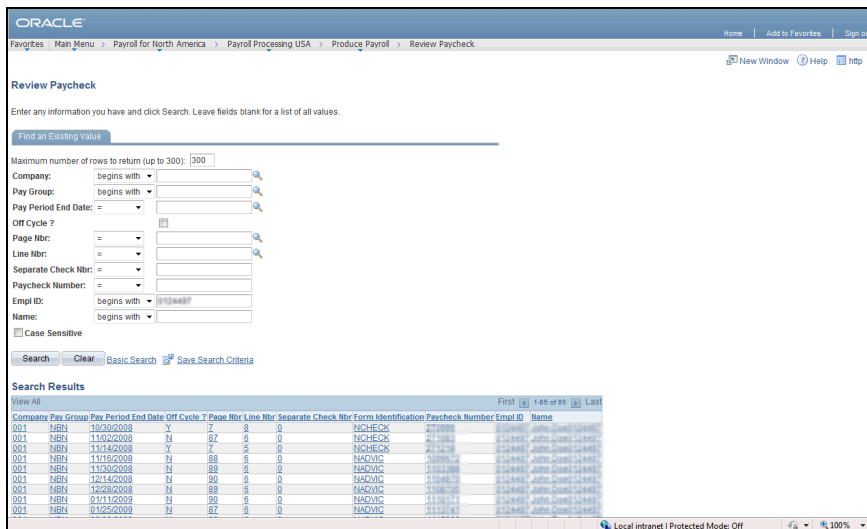
Empl ID: begins with 0124497

Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
7.	Click the Search button. 



Review Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Company: begins with

Pay Group: begins with

Pay Period End Date: =

Off Cycle?

Page Nbr: =

Line Nbr: =

Separate Check Nbr: =

Paycheck Number: =

Empl ID: begins with 0124497

Name: begins with

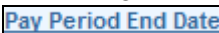
Case Sensitive

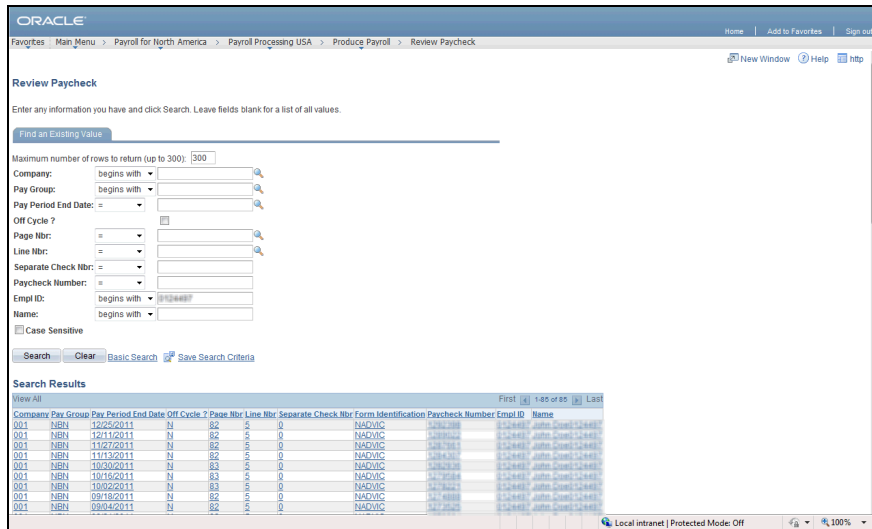
Search Clear Basic Search Save Search Criteria

Search Results

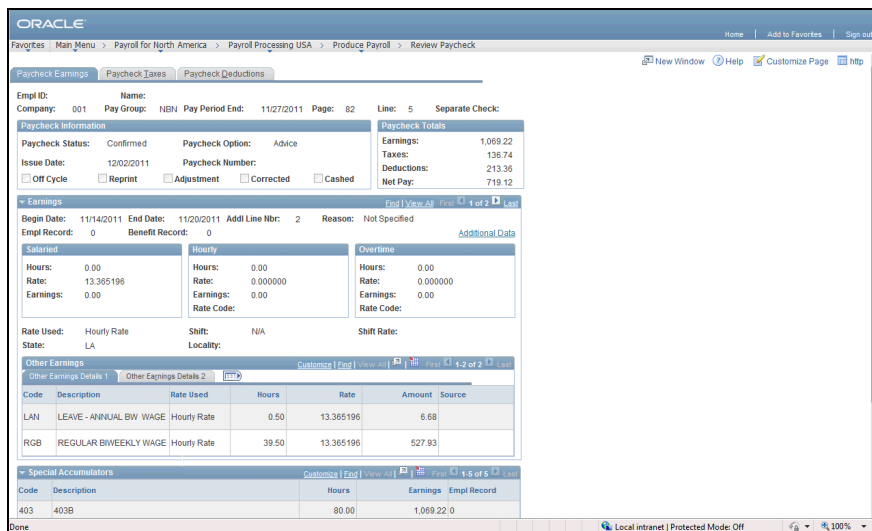
View All

Company	Pay Group	Pay Period End Date	Off Cycle?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
001	NBN	11/09/2008	Y	7	9	0	NCHCKS	217948	0124497	John Jones
001	NBN	11/02/2008	N	87	9	0	NCHCKS	217948	0124497	John Jones
001	NBN	11/14/2008	Y	7	9	0	NCHCKS	217948	0124497	John Jones
001	NBN	11/16/2008	N	88	9	0	NADVCS	1133188	0124497	John Jones
001	NBN	11/20/2008	N	89	9	0	NADVCS	1133188	0124497	John Jones
001	NBN	12/14/2008	N	90	9	0	NADVCS	1133188	0124497	John Jones
001	NBN	12/28/2008	N	89	9	0	NADVCS	1133188	0124497	John Jones
001	NBN	01/11/2009	N	90	9	0	NADVCS	1133188	0124497	John Jones
001	NBN	01/25/2009	N	87	9	0	NADVCS	1133188	0124497	John Jones

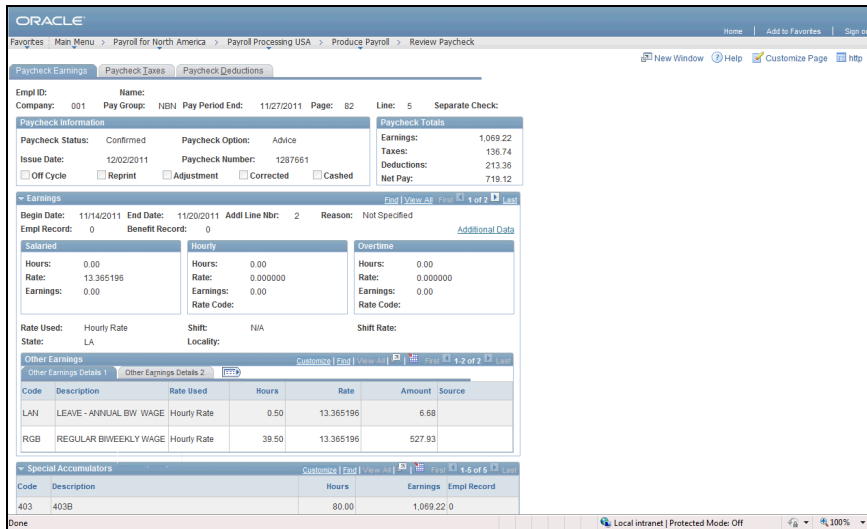
Step	Action
8.	Click the Pay Period End Date column header to sort the Pay Period End Date in descending order. Descending order displays the most recent Paychecks. 



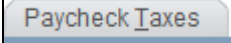
Step	Action
9.	Click the Pay Period End Date of the check you would like to review 11/27/2011 link. 11/27/2011

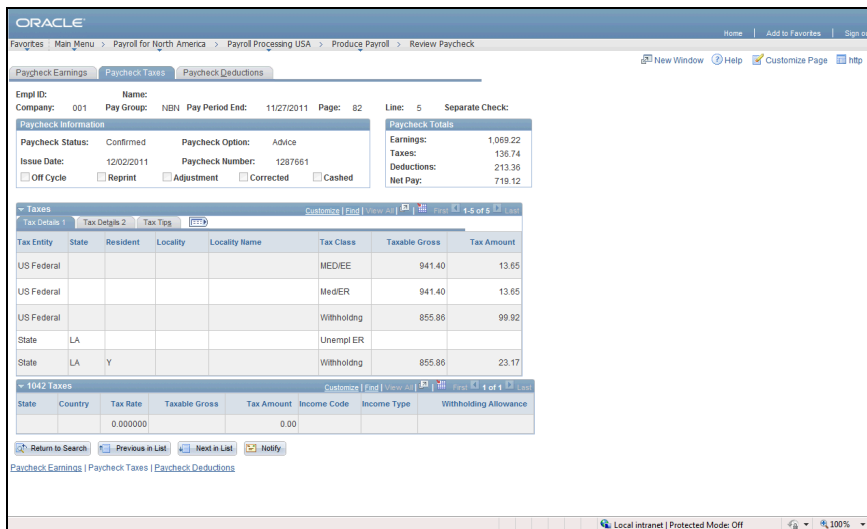


Step	Action
10.	Paycheck Earnings for the selected employee displays. Click the Other Earnings Details 2 tab to view other earnings.



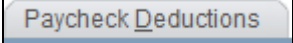
The screenshot shows the Oracle Payroll Review Paycheck interface. The 'Paycheck Taxes' tab is highlighted in blue. The interface displays various payroll details including company information, paycheck status, and earnings breakdowns.

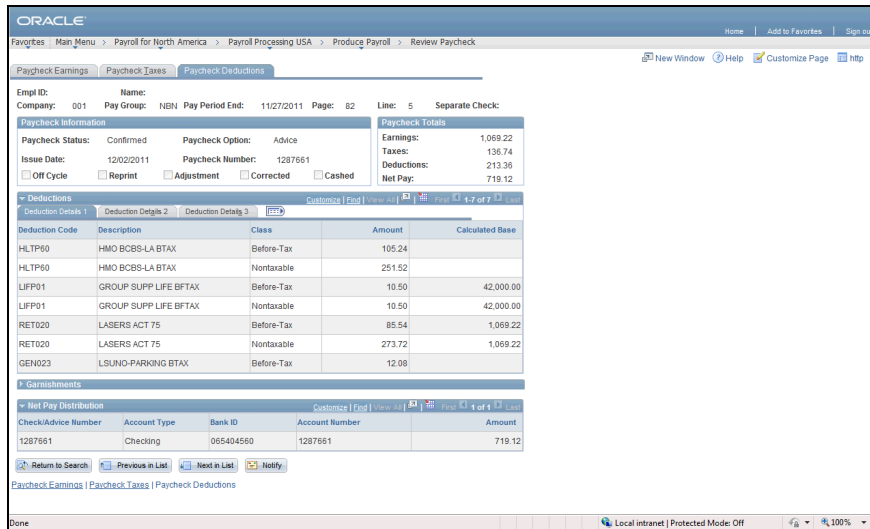
Step	Action
11.	Click the Paycheck Taxes tab. 



The screenshot shows the Oracle Payroll Review Paycheck Taxes tab. It displays a table of tax details with columns for Tax Entity, State, Resident, Locality, Locality Name, Tax Class, Taxable Gross, and Tax Amount. The table lists taxes for US Federal, State, and Local jurisdictions.

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	941.40	13.65
US Federal					Med/ER	941.40	13.65
US Federal					Withholding	855.86	99.92
State	LA				Unempl ER		
State	LA	Y			Withholding	855.86	23.17

Step	Action
12.	Click the Paycheck Deductions tab. 



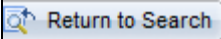
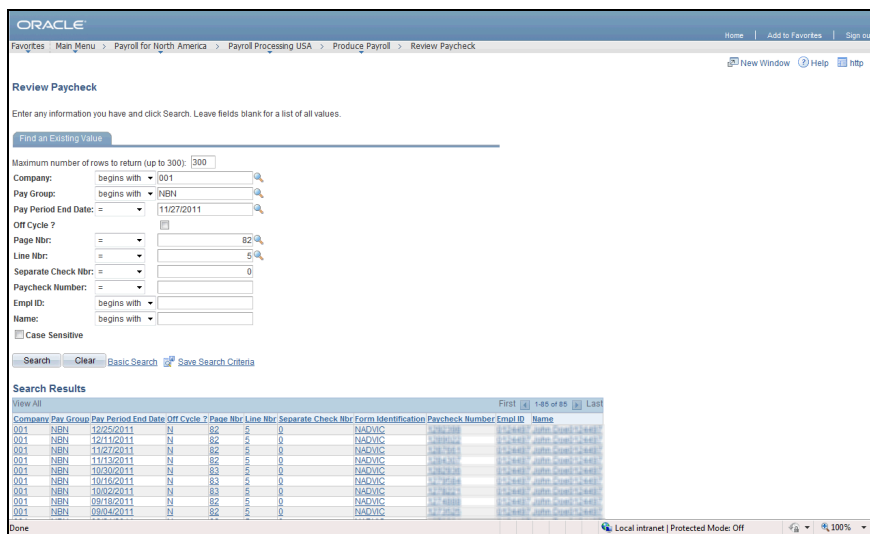
The screenshot shows the Oracle Payroll Review Paycheck interface. It includes sections for Paycheck Information, Deductions, and Net Pay Distribution. The Deductions table is as follows:

Deduction Code	Description	Class	Amount	Calculated Base
HLLP60	HMO BCBS-LA BTAX	Before-Tax	105.24	
HLLP60	HMO BCBS-LA BTAX	Nontaxable	251.52	
LFP01	GROUP SUPP LIFE BFTAX	Before-Tax	10.50	42,000.00
LFP01	GROUP SUPP LIFE BFTAX	Nontaxable	10.50	42,000.00
RET020	LASERS ACT 75	Before-Tax	85.54	1,069.22
RET020	LASERS ACT 75	Nontaxable	273.72	1,069.22
GEN023	LSUNO-PARKING BTAX	Before-Tax	12.08	

The Net Pay Distribution table shows:

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
1287661	Checking	065404560	1287661	719.12

Step	Action
13.	Click the Return to Search button.

The screenshot shows the Oracle Payroll Review Paycheck search results screen. It includes a search criteria section and a search results table. The search criteria are:

- Company: begins with 001
- Pay Group: begins with NBN
- Pay Period End Date: 11/27/2011
- Off Cycle: 82
- Page Nbr: 5
- Line Nbr: 0
- Separate Check Nbr: 0
- Paycheck Number: 0
- Empl ID: begins with
- Name: begins with

The search results table is as follows:

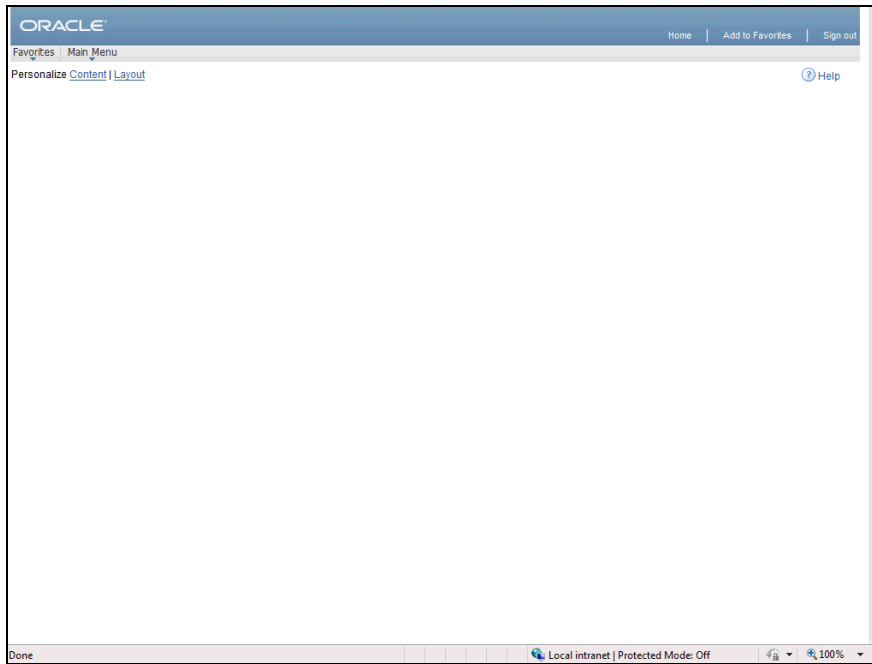
Company	Pay Group	Pay Period End Date	Off Cycle	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
001	NBN	11/27/2011	N	82	5	0	NADVIC	1287661	1287661	John Jones
001	NBN	12/11/2011	N	82	5	0	NADVIC	1287661	1287661	John Jones
001	NBN	11/27/2011	N	82	5	0	NADVIC	1287661	1287661	John Jones
001	NBN	11/13/2011	N	82	5	0	NADVIC	1287661	1287661	John Jones
001	NBN	10/30/2011	N	83	5	0	NADVIC	1287661	1287661	John Jones
001	NBN	10/16/2011	N	83	5	0	NADVIC	1287661	1287661	John Jones
001	NBN	10/02/2011	N	83	5	0	NADVIC	1287661	1287661	John Jones
001	NBN	09/18/2011	N	82	5	0	NADVIC	1287661	1287661	John Jones
001	NBN	09/04/2011	N	82	5	0	NADVIC	1287661	1287661	John Jones


Step	Action
14.	This completes the topic on View Paycheck Data. End of Procedure.

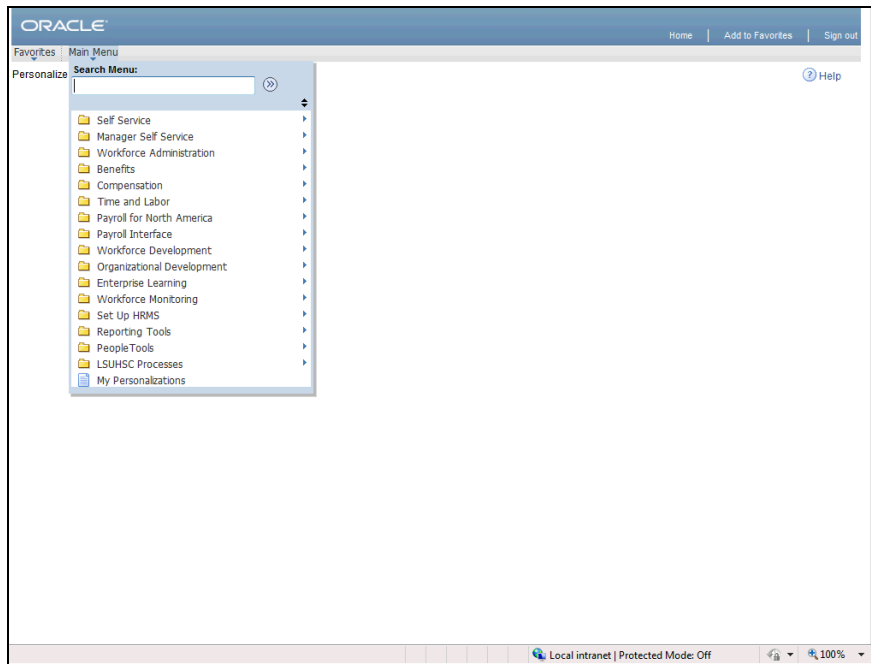
View Payroll Error Messages

Procedure

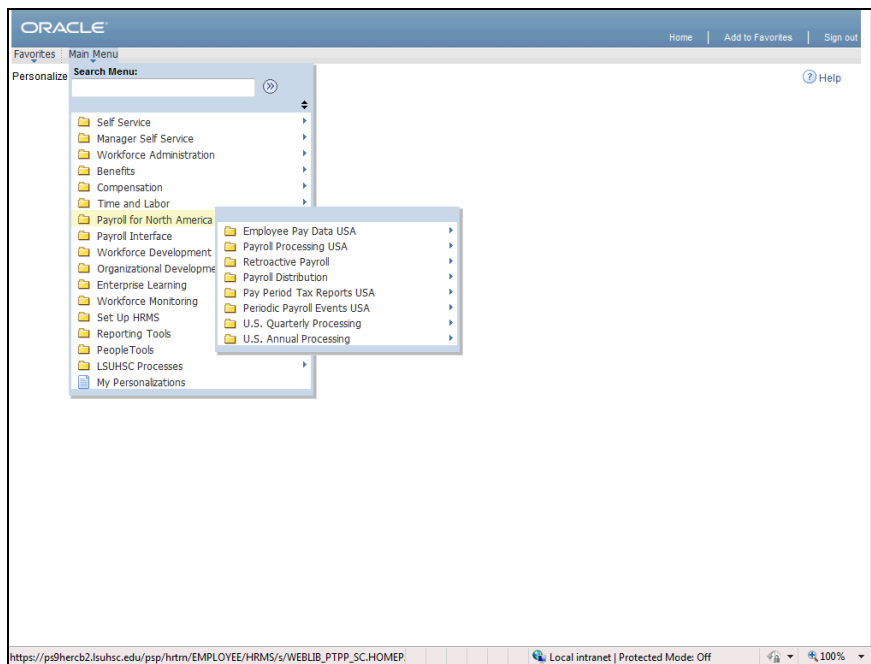
In this topic you will learn how to access and review payroll error messages.



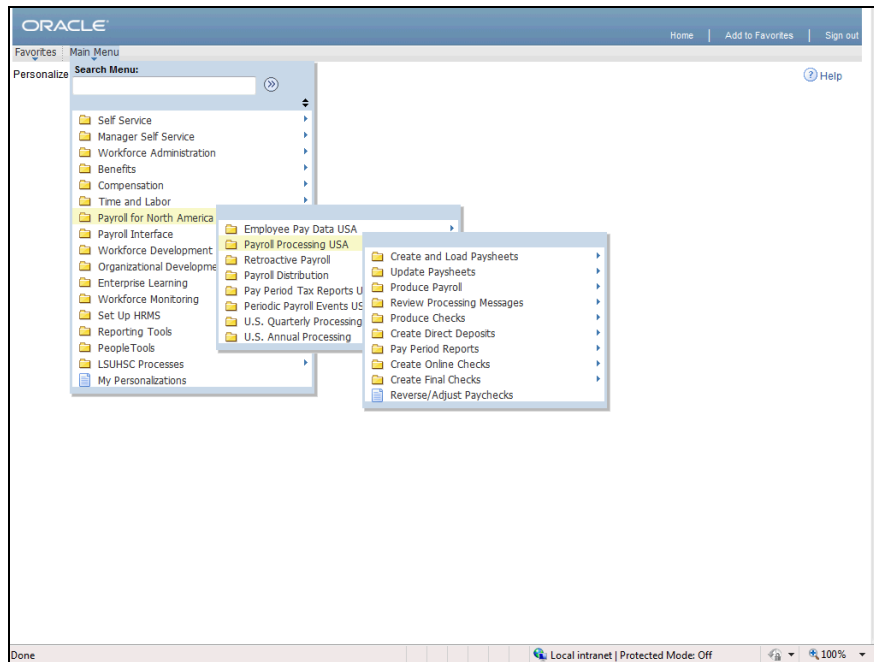
Step	Action
1.	Click the Main Menu button. 



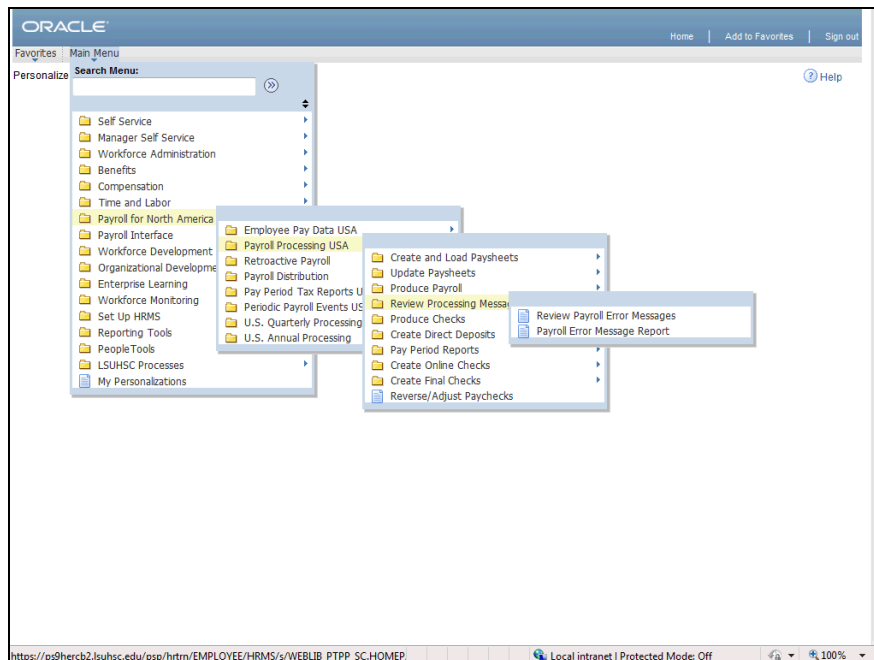
Step	Action
2.	Point to the Payroll for North America menu.



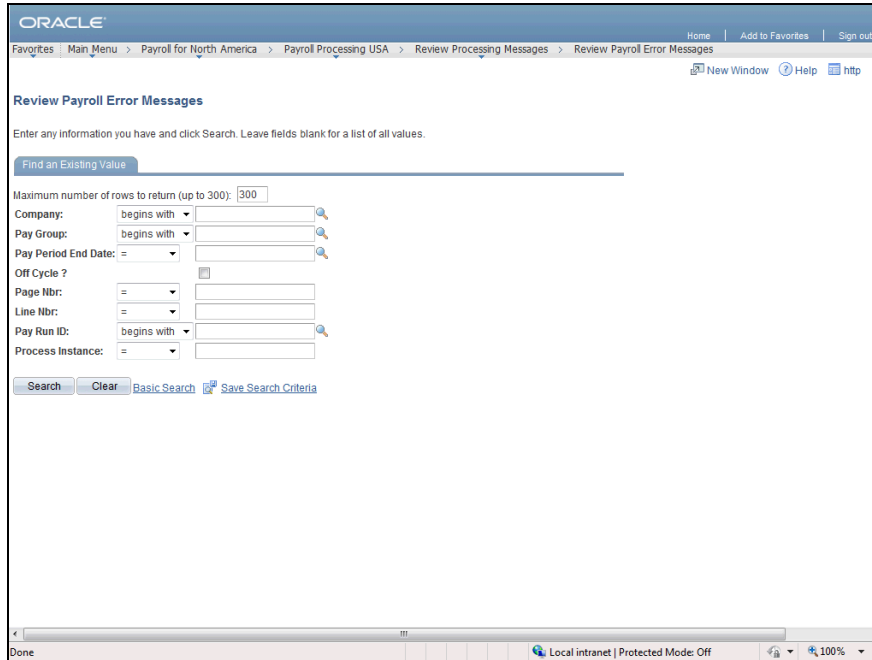
Step	Action
3.	Point to the Payroll Processing USA menu.




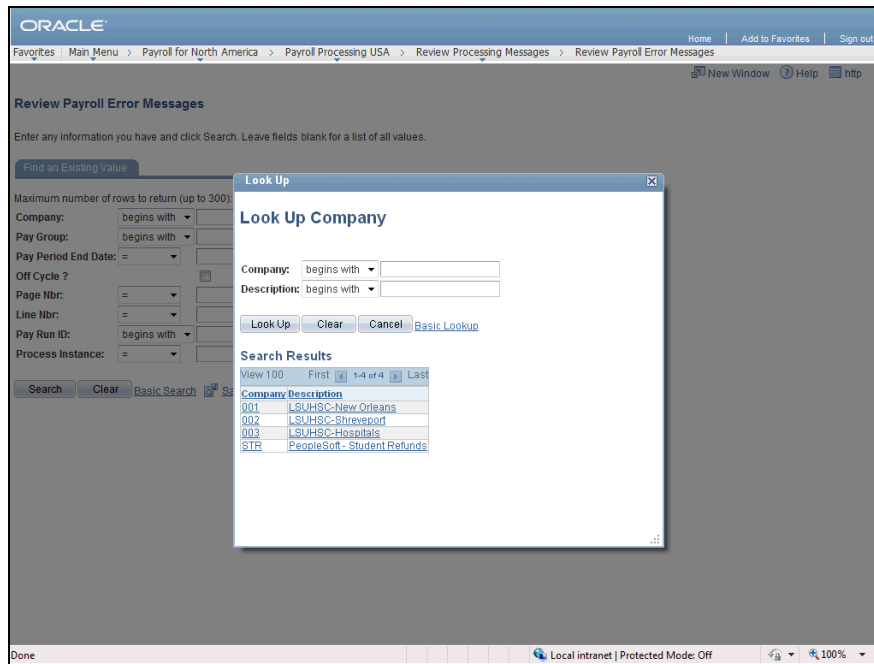
Step	Action
4.	Point to the Review Processing Messages menu.



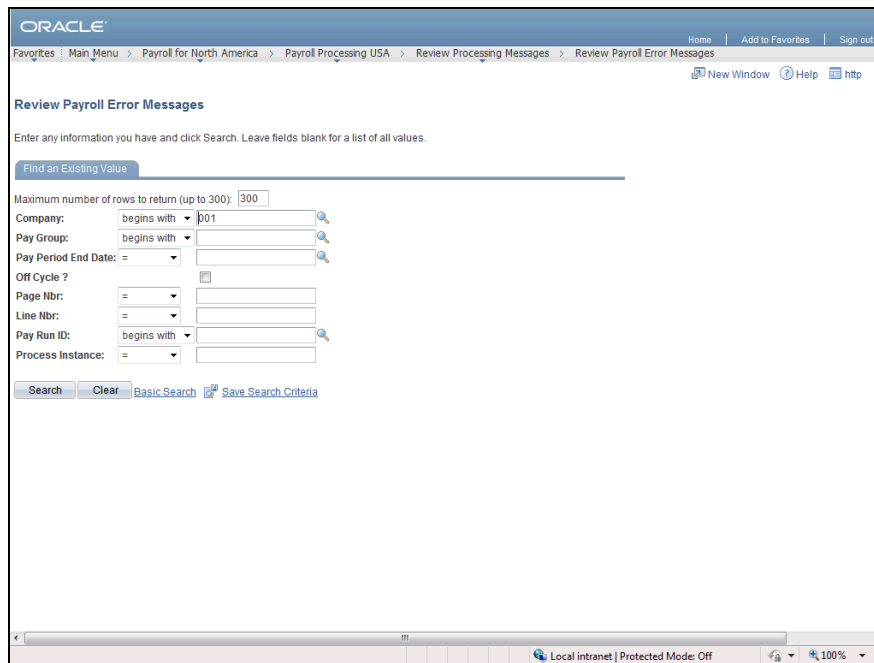
Step	Action
5.	Click the Review Payroll Error Messages menu. 

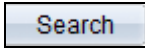


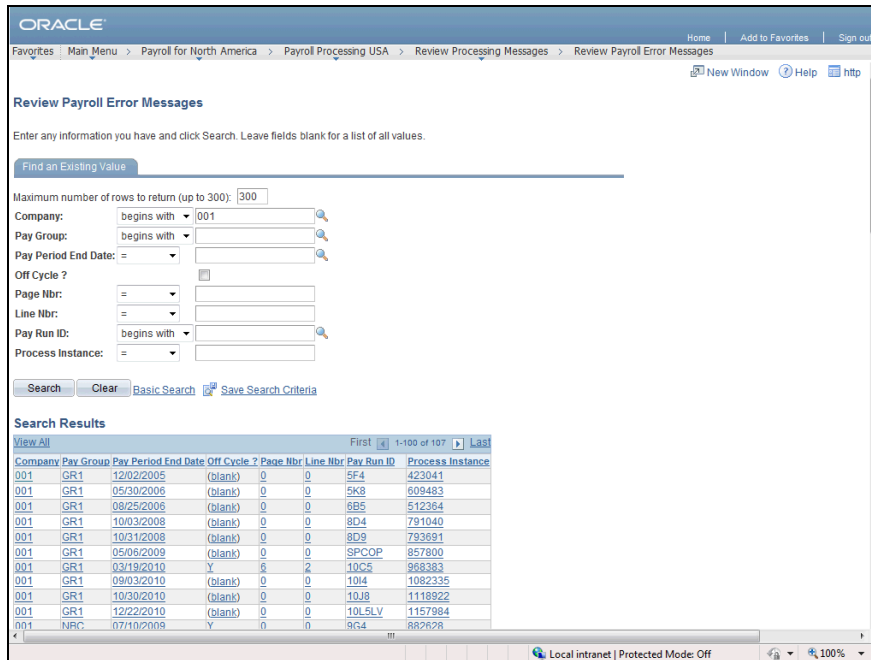
Step	Action
6.	Click the Look up Company button. 




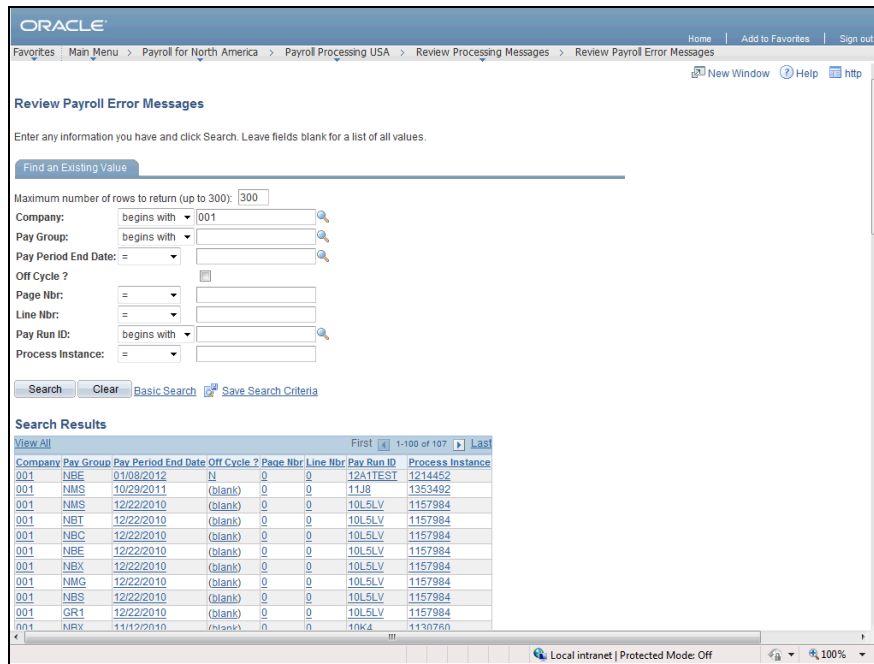
Step	Action
7.	Click the LSUHSC-New Orleans link. LSUHSC-New Orleans



Step	Action
8.	Click the Search button. 



Step	Action
9.	Click the Pay Period End Date column header to sort the Pay Period End Date in descending order to retrieve current payroll information. 



Review Payroll Error Messages

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Company: begins with 001

Pay Group: begins with

Pay Period End Date: =

Off Cycle?

Page Nbr: =

Line Nbr: =

Pay Run ID: begins with

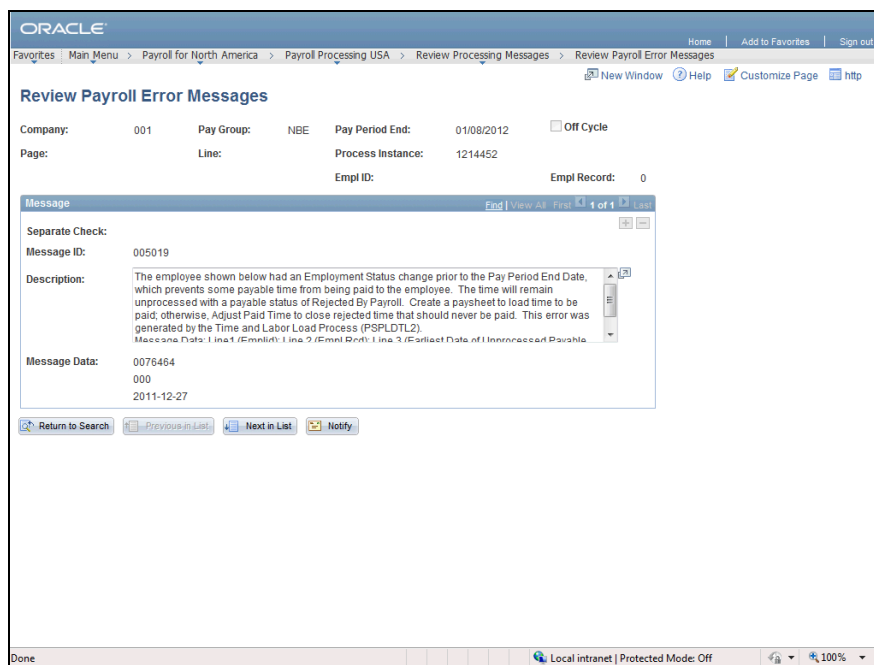
Process Instance: =

Search Clear Basic Search Save Search Criteria

Search Results

Company	Pay Group	Pay Period End Date	Off Cycle?	Page Nbr	Line Nbr	Pay Run ID	Process Instance
001	NBE	01/08/2012	N	0	0	12A1TEST	1214452
001	NMS	10/29/2011	(blank)	0	0	11J8	1353492
001	NMS	12/22/2010	(blank)	0	0	10LSLV	1157984
001	NBT	12/22/2010	(blank)	0	0	10LSLV	1157984
001	NBC	12/22/2010	(blank)	0	0	10LSLV	1157984
001	NBE	12/22/2010	(blank)	0	0	10LSLV	1157984
001	NBX	12/22/2010	(blank)	0	0	10LSLV	1157984
001	NMG	12/22/2010	(blank)	0	0	10LSLV	1157984
001	NBS	12/22/2010	(blank)	0	0	10LSLV	1157984
001	GR1	12/22/2010	(blank)	0	0	10LSLV	1157984
001	NBY	11/12/2010	(blank)	0	0	10K4	1130750

Step	Action
10.	<p>Select a pay period from the list.</p> <p>Click the 01/08/2012 link.</p> <p>01/08/2012</p>



Review Payroll Error Messages

Company: 001 Pay Group: NBE Pay Period End: 01/08/2012 Off Cycle:

Page: Line: Process Instance: 1214452 Empl Record: 0

Empl ID:

Message Find | View All | First | 1 of 1 | Last

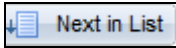
Separate Check:

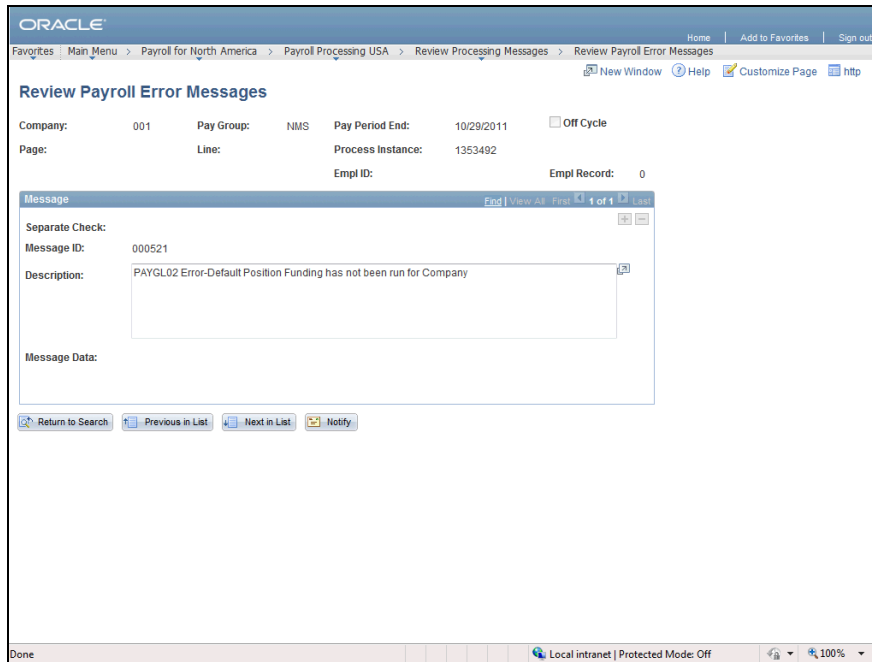
Message ID: 005019

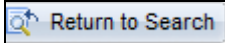
Description: The employee shown below had an Employment Status change prior to the Pay Period End Date, which prevents some payable time from being paid to the employee. The time will remain unprocessed with a payable status of Rejected By Payroll. Create a paysheet to load time to be paid; otherwise, Adjust Paid Time to close rejected time that should never be paid. This error was generated by the Time and Labor Load Process (PSPLDTL2).

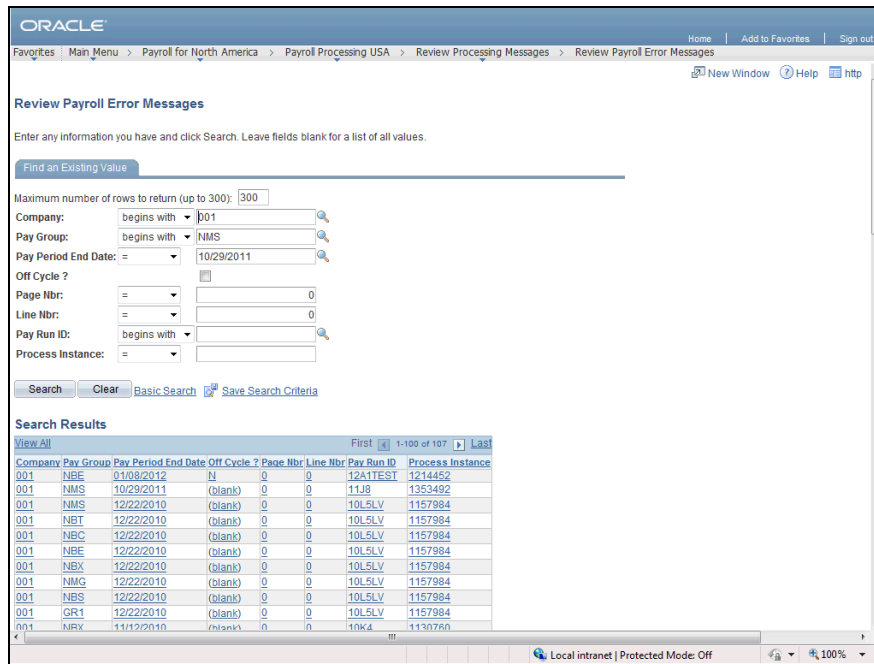
Message Data: 0076464
000
2011-12-27

Return to Search Previous in List Next in List Notify

Step	Action
11.	Click the Next in List button to view the next error message. 



Step	Action
12.	Click the Return to Search button. 



Review Payroll Error Messages

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Company: begins with 001

Pay Group: begins with NMS

Pay Period End Date: = 10/29/2011

Off Cycle?

Page Nbr: = 0

Line Nbr: = 0

Pay Run ID: begins with

Process Instance: =

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-100 of 107 Last

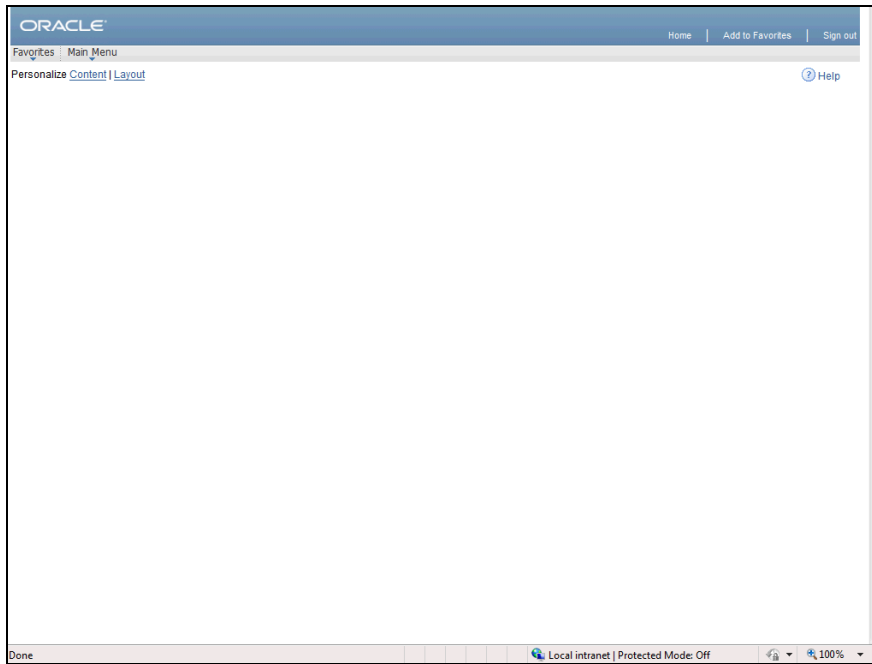
Company	Pay Group	Pay Period End Date	Off Cycle?	Page Nbr	Line Nbr	Pay Run ID	Process Instance
001	NBE	01/08/2012	N	0	0	12A1TEST	1214452
001	NMS	10/29/2011	(blank)	0	0	11J8	1353492
001	NMS	12/22/2010	(blank)	0	0	10L5LV	1157984
001	NBT	12/22/2010	(blank)	0	0	10L5LV	1157984
001	NBC	12/22/2010	(blank)	0	0	10L5LV	1157984
001	NBE	12/22/2010	(blank)	0	0	10L5LV	1157984
001	NBX	12/22/2010	(blank)	0	0	10L5LV	1157984
001	NMG	12/22/2010	(blank)	0	0	10L5LV	1157984
001	NBS	12/22/2010	(blank)	0	0	10L5LV	1157984
001	GR1	12/22/2010	(blank)	0	0	10L5LV	1157984
001	NBY	11/12/2010	(blank)	0	0	10K4	1120750


Step	Action
13.	This completes the topic on View Payroll Error Messages. End of Procedure.

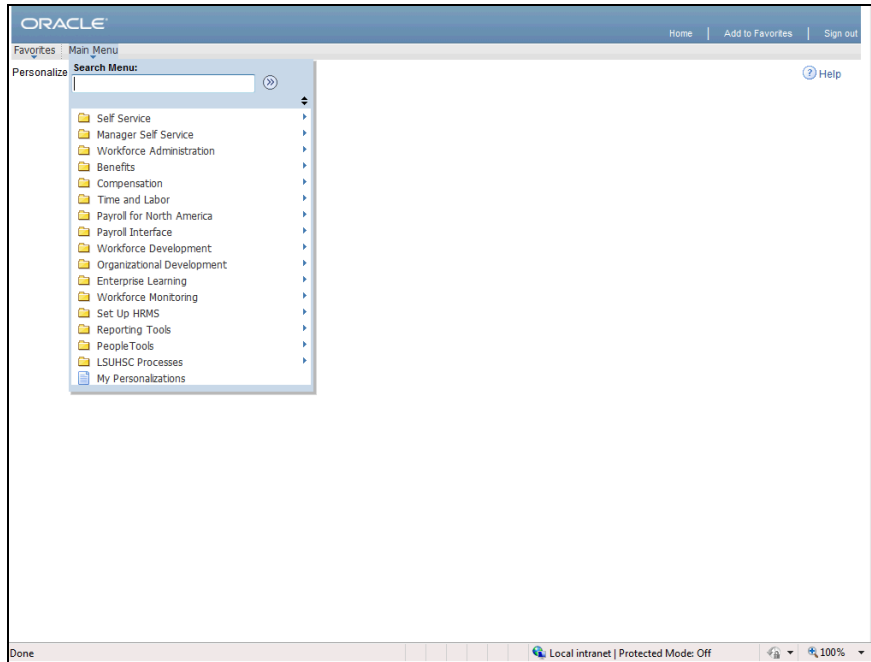
Update Payroll Data on a Payline

Procedure

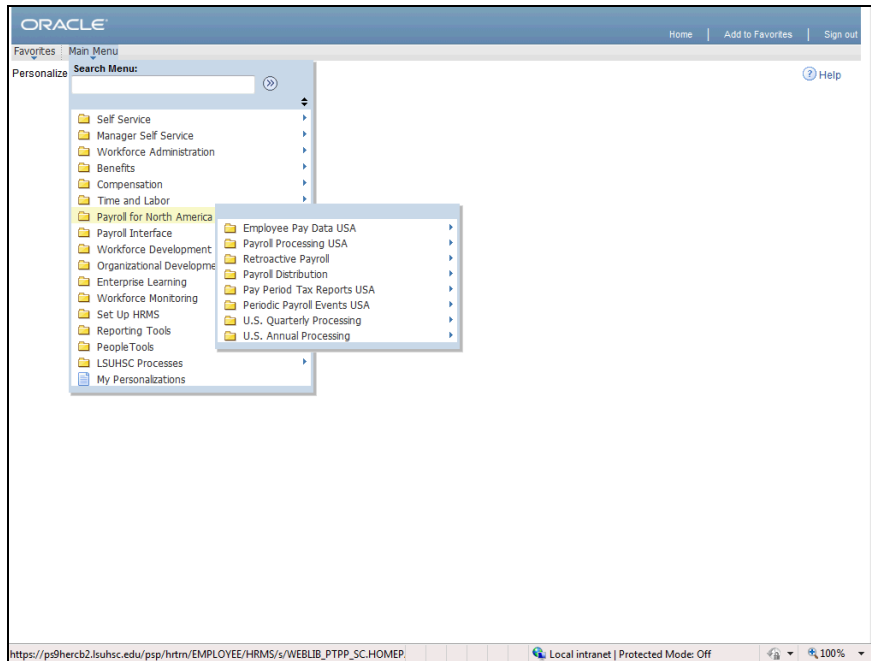
In this topic you will learn how to Update Payroll Data on a Payline.



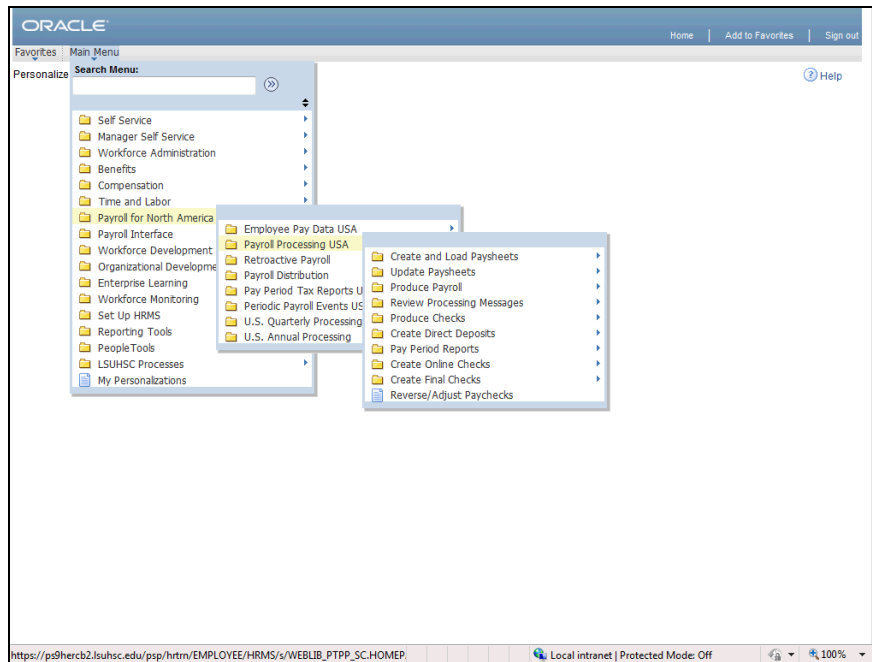
Step	Action
1.	Click the Main Menu button. 



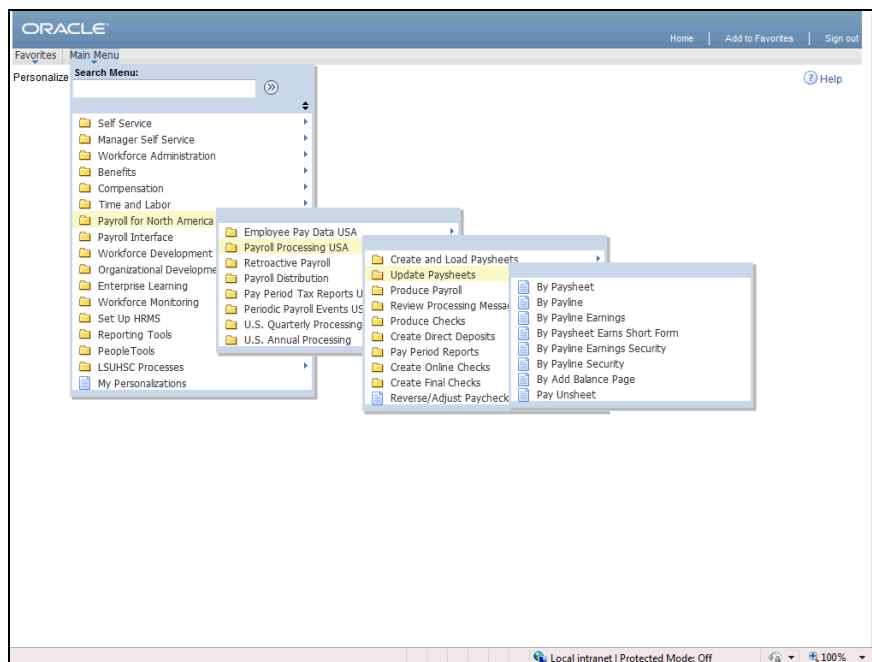
Step	Action
2.	Point to the Payroll for North America menu.



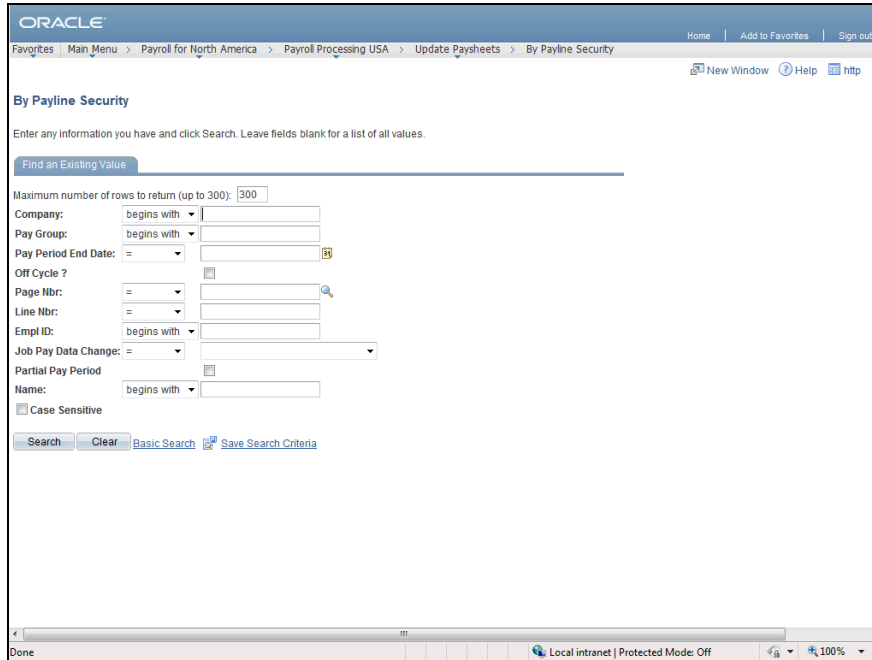
Step	Action
3.	Point to the Payroll Processing USA menu.



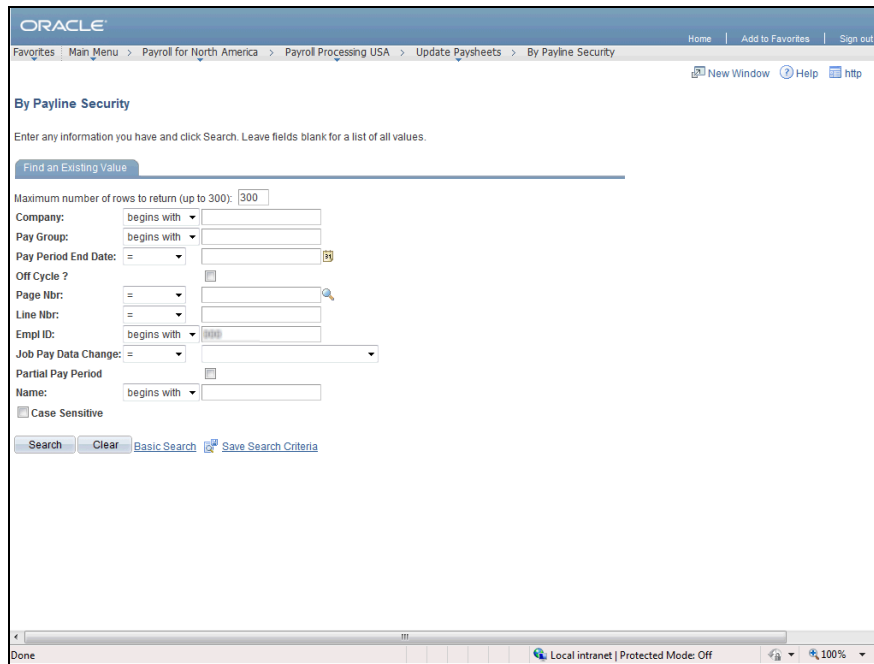
Step	Action
4.	Point to the Update Paysheets menu.

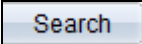


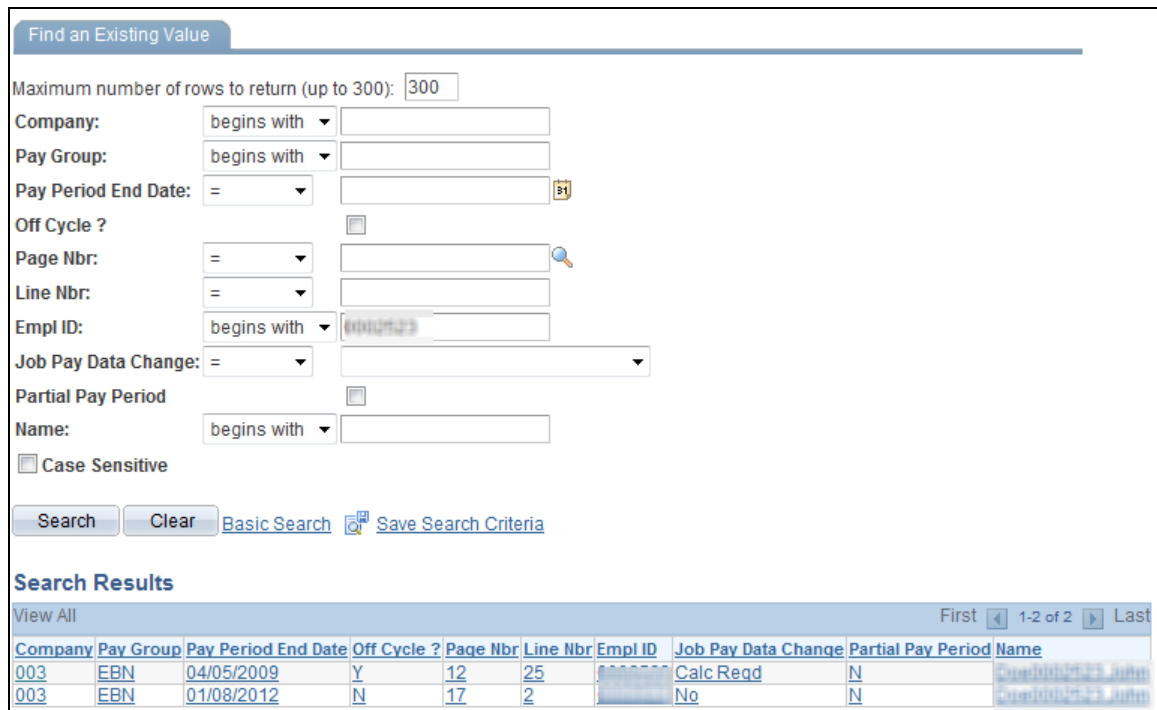
Step	Action
5.	Click the By Payline Security menu.



Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 0000000 ".




Step	Action
7.	Click the Search button. 

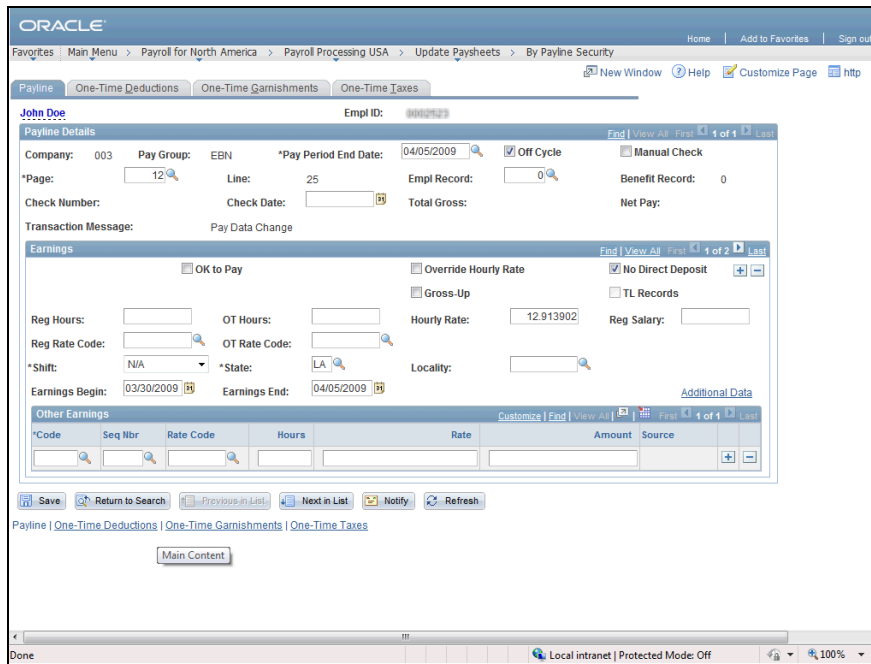


Search Results


View All First 1-2 of 2 Last

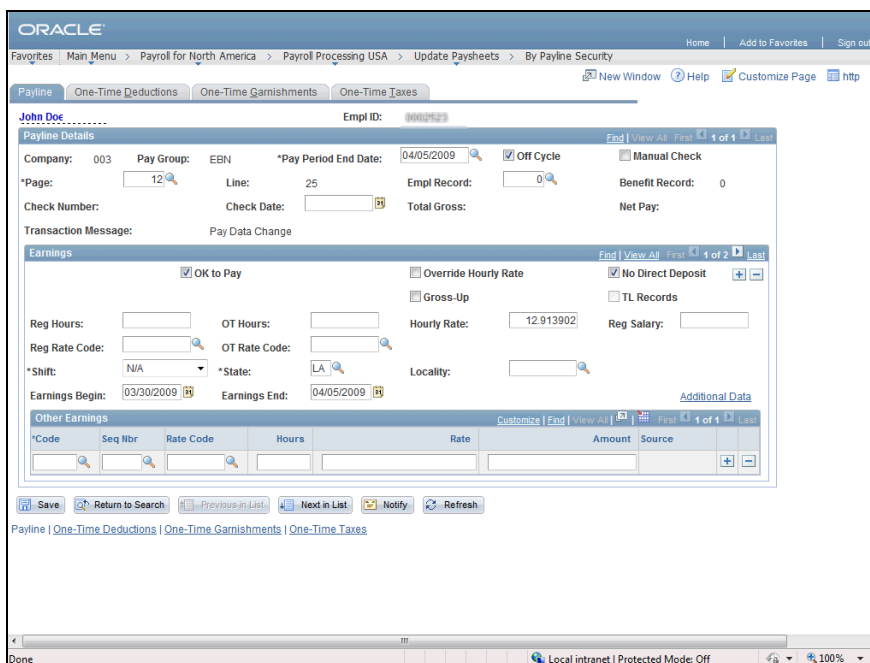
Company	Pay Group	Pay Period End Date	Off Cycle ?	Page Nbr	Line Nbr	Empl ID	Job Pay Data Change	Partial Pay Period	Name
003	EBN	04/05/2009	Y	12	25	00000000	Calc Reqd	N	00000000000000000000
003	EBN	01/08/2012	N	17	2	00000000	No	N	00000000000000000000

Step	Action
8.	Click the 04/05/2009 link. 



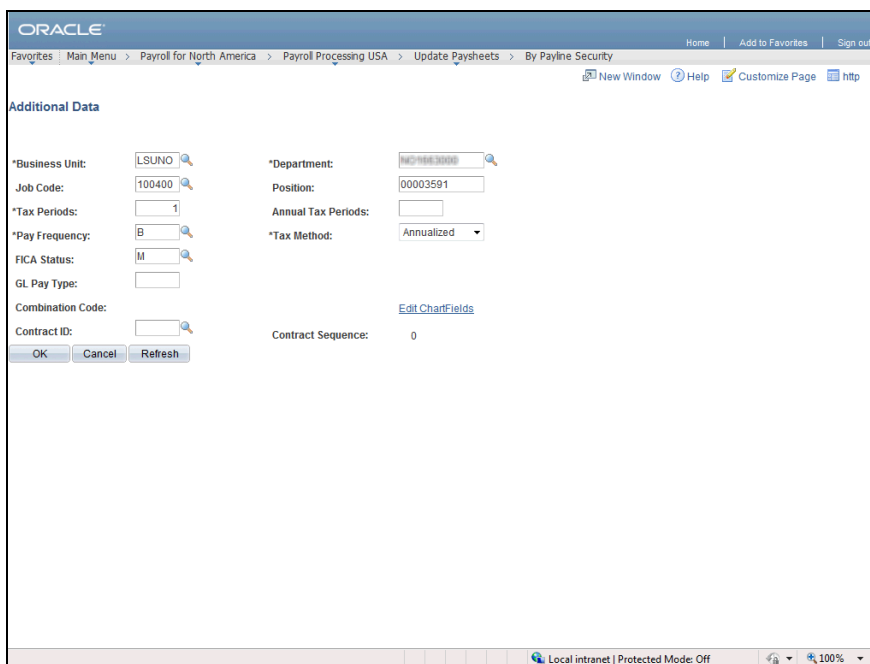
The screenshot shows the Oracle Payroll Security interface. The 'Payline Details' section includes fields for Company (003), Pay Group (EBN), *Pay Period End Date (04/05/2009), Off Cycle (checked), Manual Check (unchecked), *Page (12), Line (25), Empl Record (0), and Benefit Record (0). The 'Earnings' section has checkboxes for OK to Pay (unchecked), Override Hourly Rate (unchecked), Gross-Up (unchecked), No Direct Deposit (checked), and TL Records (unchecked). It also includes fields for Reg Hours, OT Hours, Hourly Rate (12.913902), Reg Rate Code, OT Rate Code, *Shift (NIA), *State (LA), Locality, Earnings Begin (03/30/2009), and Earnings End (04/05/2009). Below this is an 'Other Earnings' table with columns for *Code, Seq Nbr, Rate Code, Hours, Rate, Amount, and Source. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.

Step	Action
9.	Click the OK to Pay checkbox. 

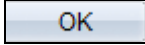


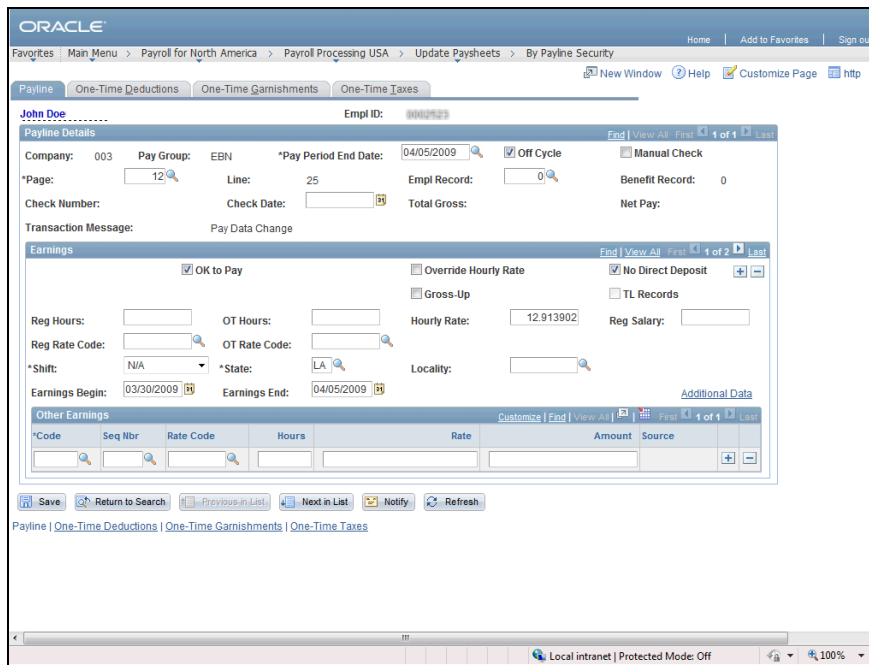
The screenshot shows the Oracle Payroll Security interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security'. The main content area is titled 'John Doe' and 'Empl ID: 0000123'. The 'Payline Details' section includes fields for Company (003), Pay Group (EBN), Pay Period End Date (04/05/2009), Off Cycle (checked), Manual Check (unchecked), Page (12), Line (25), Empl Record (0), Benefit Record (0), Check Number, Check Date, Total Gross, and Net Pay. The 'Earnings' section has checkboxes for 'OK to Pay' (checked), 'Override Hourly Rate' (unchecked), 'Gross-Up' (unchecked), 'No Direct Deposit' (checked), and 'TL Records' (unchecked). It also includes fields for Reg Hours, OT Hours, Hourly Rate (12.913902), Reg Salary, Reg Rate Code, OT Rate Code, Shift (NIA), State (LA), Locality, Earnings Begin (03/30/2009), and Earnings End (04/05/2009). An 'Additional Data' link is visible at the bottom right of the Earnings section. Below the Earnings section is an 'Other Earnings' table with columns for Code, Seq Libr, Rate Code, Hours, Rate, Amount, and Source. At the bottom of the interface are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.

Step	Action
10.	Click the Additional Data link to add or change account information.




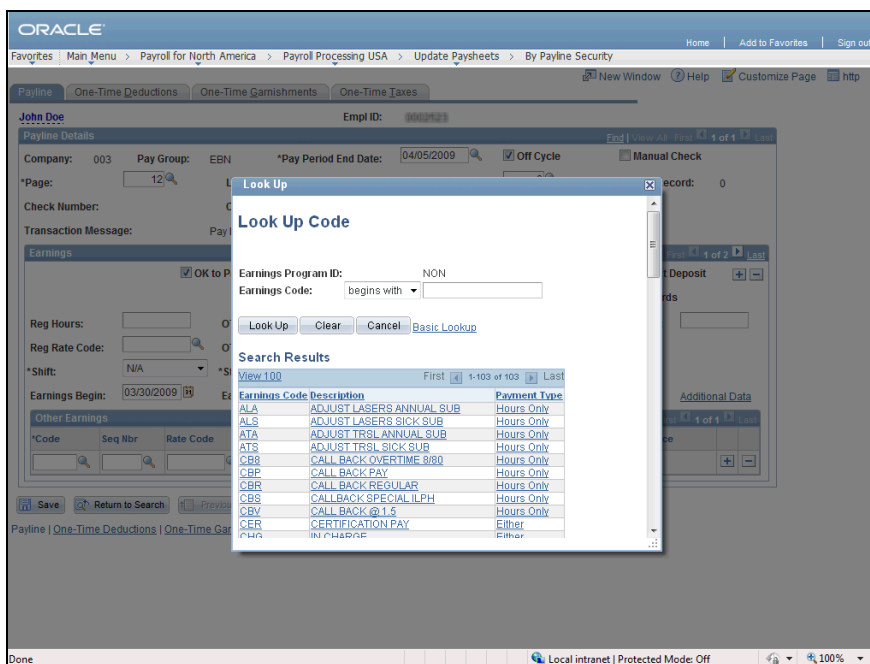
The screenshot shows the 'Additional Data' form in the Oracle Payroll Security interface. The breadcrumb trail is 'Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security'. The form contains the following fields: Business Unit (LSUNO), Department (H01000000), Job Code (100400), Position (00003591), Tax Periods (1), Annual Tax Periods, Pay Frequency (B), Tax Method (Annualized), FICA Status (M), GL Pay Type, Combination Code, Contract ID, and Contract Sequence (0). There is an 'Edit ChartFields' link and buttons for OK, Cancel, and Refresh at the bottom of the form.

Step	Action
11.	<p>Note: Employee information defaults into the fields on this page. Check to make sure the information is correct before you click the OK button.</p> 

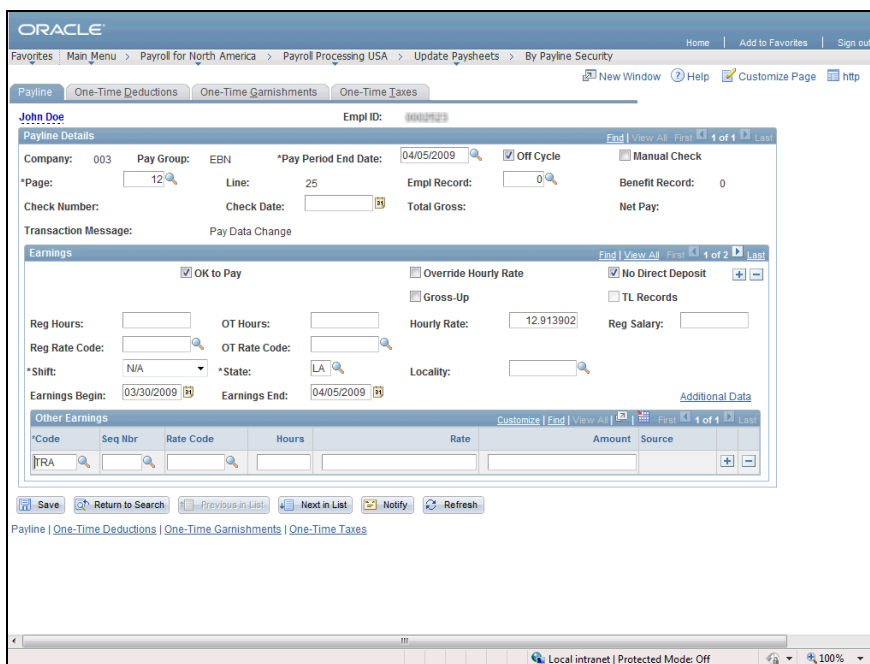


The screenshot shows the Oracle Payroll Processing USA interface. The user is logged in as John Doe. The main window displays 'Payline Details' for employee John Doe (Empl ID: 9999923). The pay period end date is 04/05/2009, and it is marked as 'Off Cycle'. The company is 003, and the pay group is EBN. The line number is 25. The interface includes fields for 'Reg Hours', 'OT Hours', 'Hourly Rate' (12.913902), and 'Reg Salary'. There are also checkboxes for 'OK to Pay', 'Override Hourly Rate', 'Gross-Up', 'No Direct Deposit', and 'TL Records'. At the bottom, there is a table for 'Other Earnings' with columns for Code, Seq Nbr, Rate Code, Hours, Rate, Amount, and Source. Navigation buttons like 'Save', 'Return to Search', and 'Refresh' are visible at the bottom of the form.

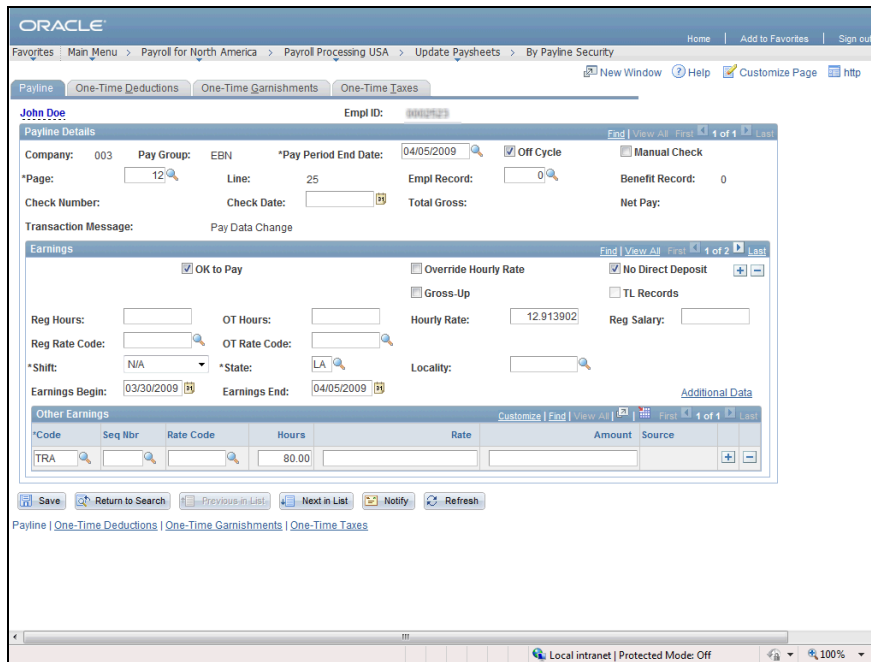
Step	Action
12.	<p>Click the Look up Code button.</p> 




Step	Action
13.	Select an Earnings Code from the list.

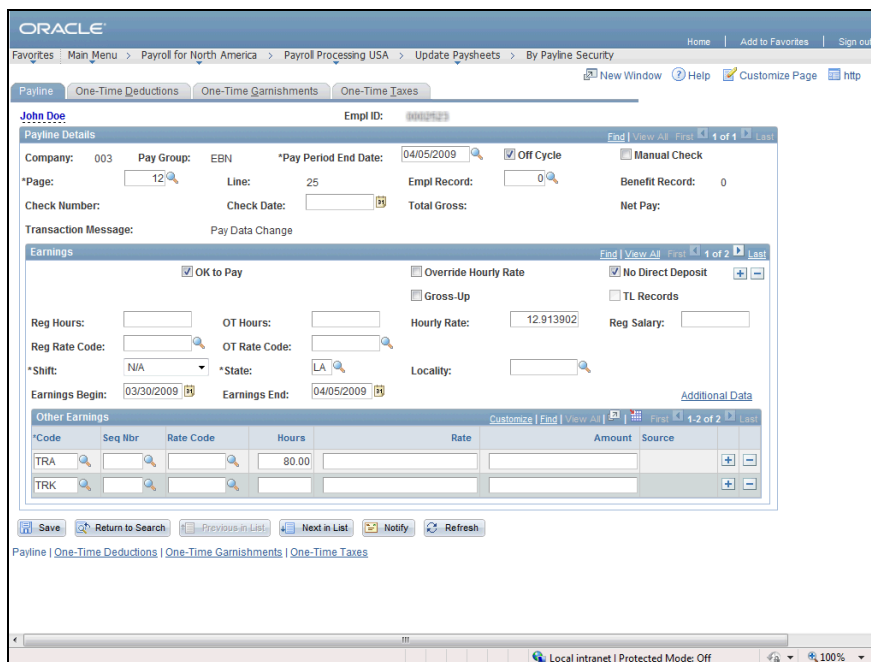


Step	Action
14.	Enter the desired information into the Hours field. Enter "80.00" .



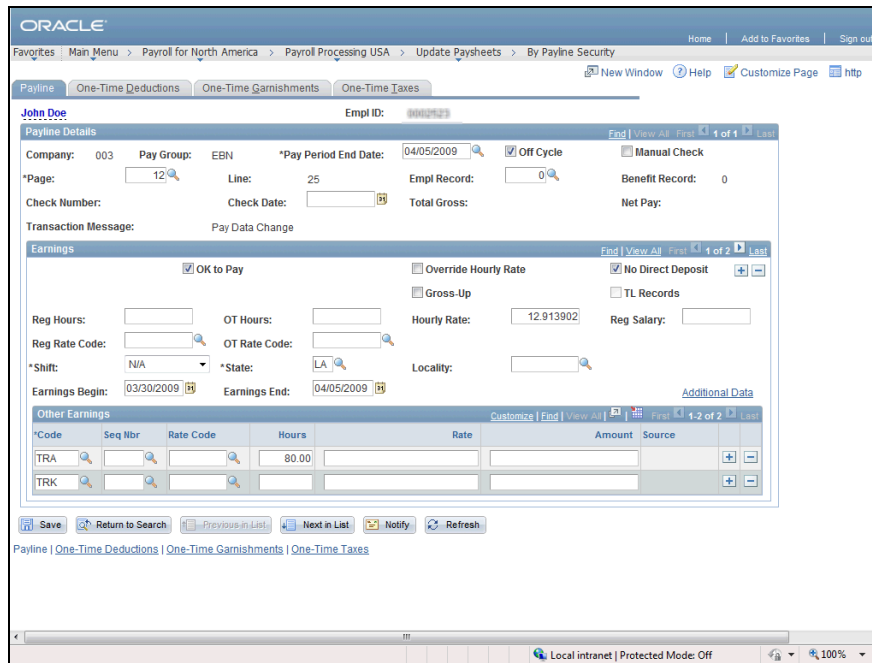
The screenshot shows the Oracle Payroll Processing USA interface. The top navigation bar includes 'Payroll for North America', 'Payroll Processing USA', 'Update Paysheets', and 'By Payline Security'. The main content area is titled 'John Doe' and 'Empl ID: 0002523'. The 'Payline Details' section shows 'Company: 003', 'Pay Group: EBN', '*Pay Period End Date: 04/05/2009', and 'Off Cycle' checked. The 'Earnings' section has 'OK to Pay' checked and 'No Direct Deposit' checked. The 'Other Earnings' table has one row: TRA, Seq Nbr, Rate Code, Hours: 80.00, Rate, Amount, Source.

Step	Action
15.	Click the Add a new row at row 1 button. 



This screenshot is identical to the previous one, but the 'Other Earnings' table now has two rows: TRA and TRK. The TRK row is currently empty, with only the 'Seq Nbr' field containing a value.

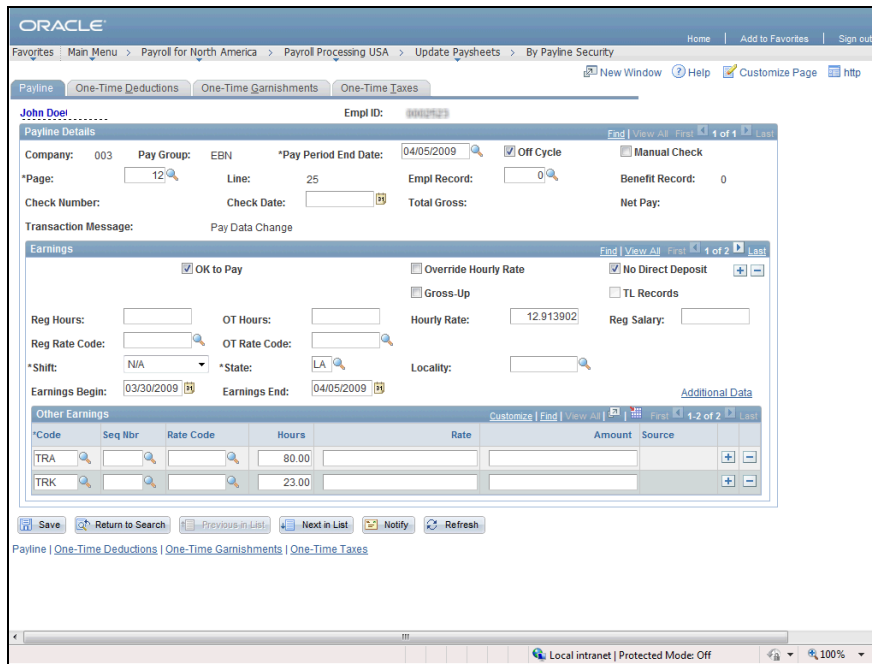
Step	Action
16.	You can use the Lookup button to display a list of Earning codes, or you can type the code directly into the Code field.



The screenshot shows the Oracle Payroll Security interface for John Doe. The 'Earnings' section is active, displaying various fields and checkboxes. The 'Other Earnings' table is visible at the bottom, with the following data:

Code	Seq Nbr	Rate Code	Hours	Rate	Amount	Source
TRA			80.00			
TRK						

Step	Action
17.	Enter the desired information into the Hours field. Enter " 23.00 ".



ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

John Doe | Empl ID: 9902523

Payline Details

Company: 003 Pay Group: EBN Pay Period End Date: 04/05/2009 Off Cycle Manual Check

Page: 12 Line: 25 Empl Record: 0 Benefit Record: 0

Check Number: Check Date: Total Gross: Net Pay:

Transaction Message: Pay Data Change

Earnings

OK to Pay Override Hourly Rate No Direct Deposit

Gross-Up TL Records

Reg Hours: OT Hours: Hourly Rate: 12.913902 Reg Salary:

Reg Rate Code: OT Rate Code:

*Shift: NIA *State: LA Locality:

Earnings Begin: 03/30/2009 Earnings End: 04/05/2009

Other Earnings

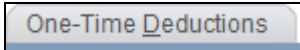
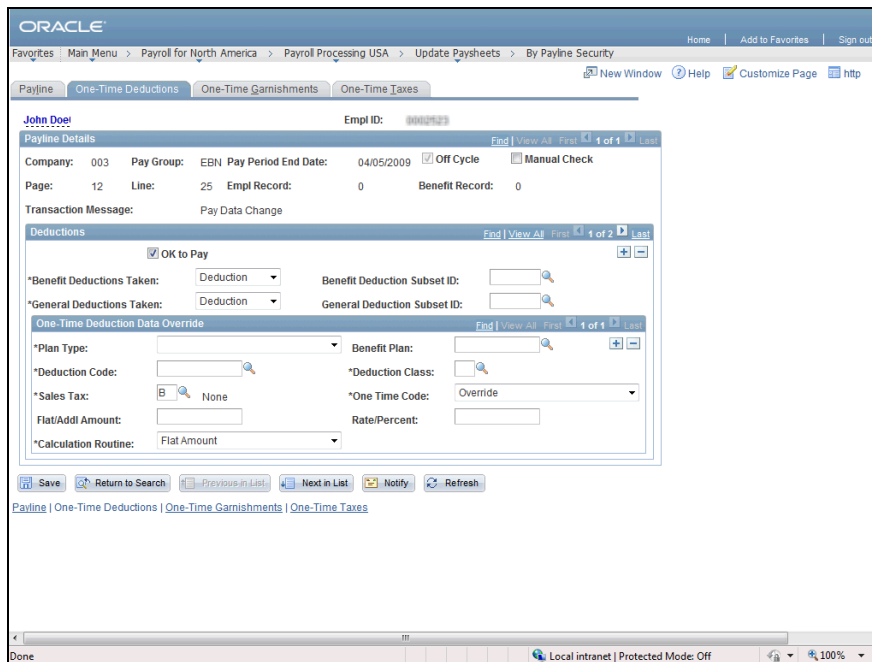
Code	Seq nbr	Rate Code	Hours	Rate	Amount	Source
TRA			80.00			
TRK			23.00			

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

Local intranet | Protected Mode: Off

Step	Action
18.	Click the One-Time Deductions tab.

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

John Doe | Empl ID: 9902523

Payline Details

Company: 003 Pay Group: EBN Pay Period End Date: 04/05/2009 Off Cycle Manual Check

Page: 12 Line: 25 Empl Record: 0 Benefit Record: 0

Transaction Message: Pay Data Change

Deductions

OK to Pay

*Benefit Deductions Taken: Deduction Benefit Deduction Subset ID:

*General Deductions Taken: Deduction General Deduction Subset ID:

One-Time Deduction Data Override

*Plan Type: Benefit Plan:

*Deduction Code: *Deduction Class:

*Sales Tax: B None *One Time Code: Override

Fiat/Addl Amount: Rate/Percent:


*Calculation Routine: Flat Amount

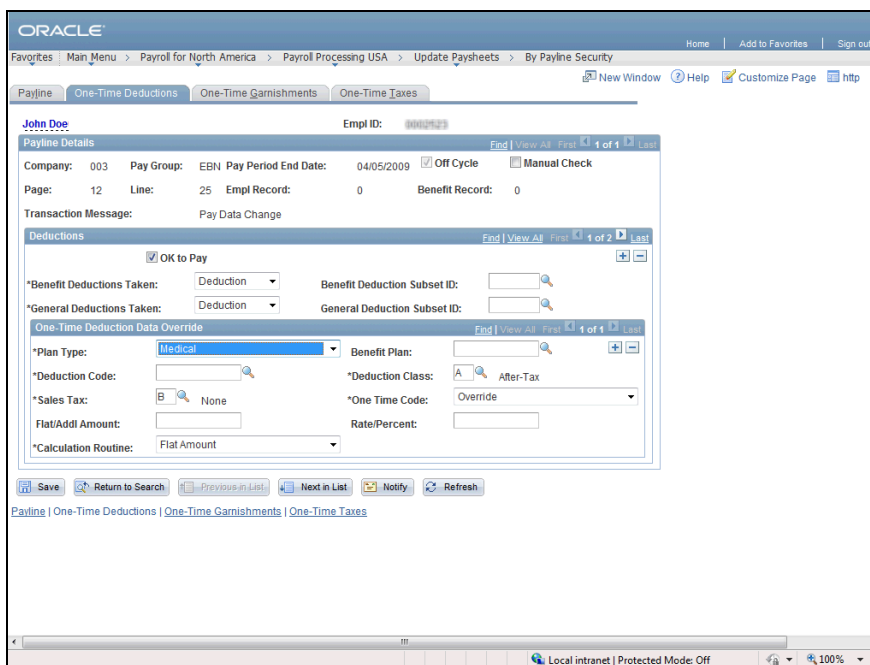
Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes


Done

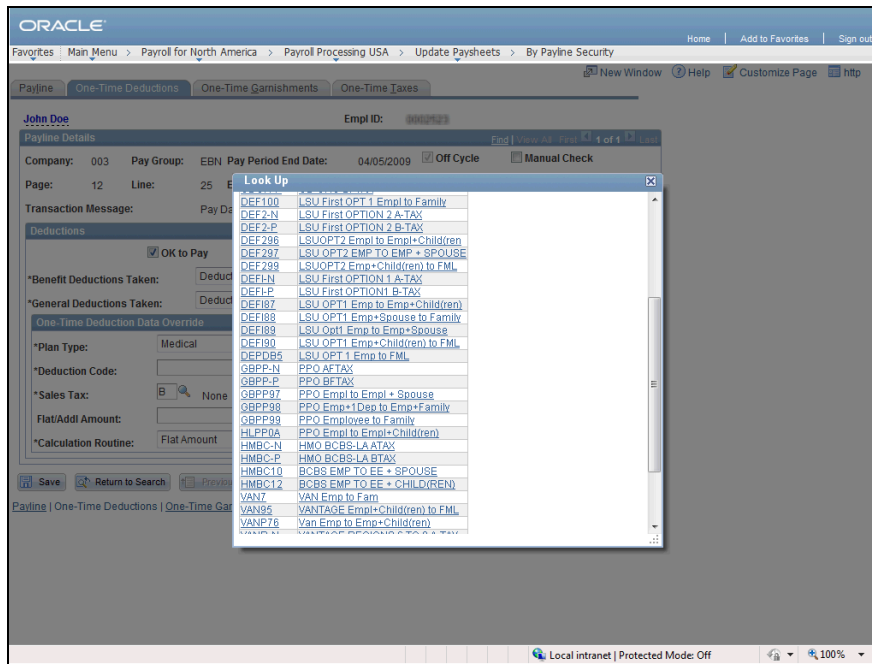
Local intranet | Protected Mode: Off

Step	Action
19.	Click the Plan Type drop-down arrow and select a Plan Type from the list. 

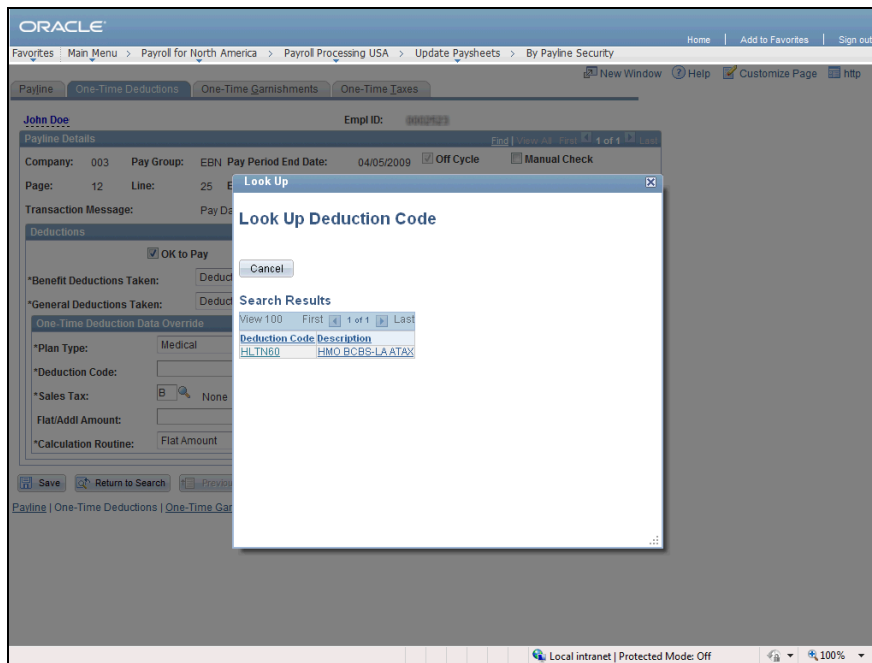



The screenshot shows the Oracle Payroll Security interface for John Doe. The 'One-Time Deduction Data Override' section is highlighted, showing the 'Plan Type' dropdown menu set to 'Medical'. The 'Benefit Plan' field has a magnifying glass icon next to it, indicating the 'Look up Benefit Plan' button.

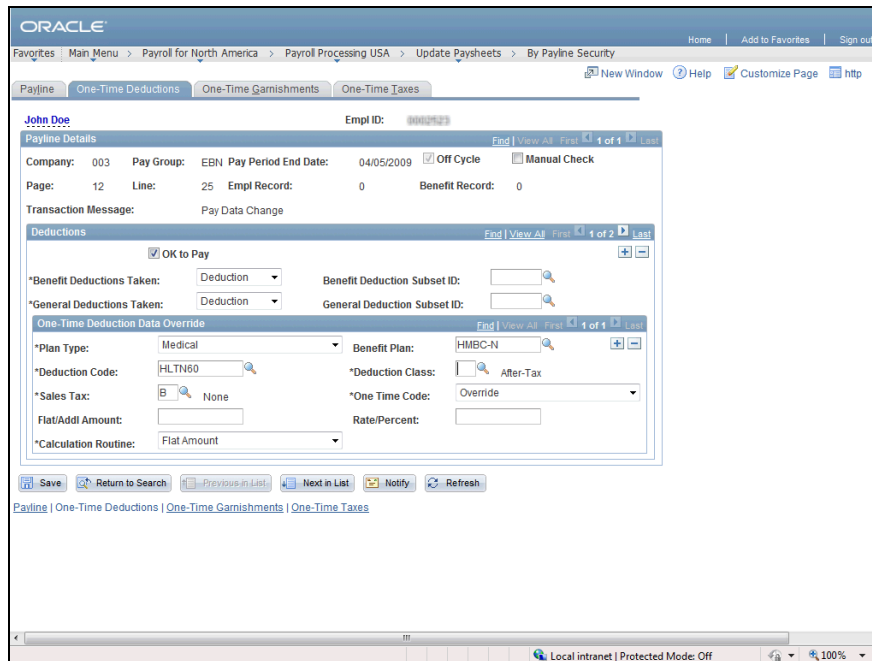
Step	Action
20.	Click the Look up Benefit Plan button. 




Step	Action
21.	Click the HMO BCBS-LA ATAX link. HMO BCBS-LA ATAX

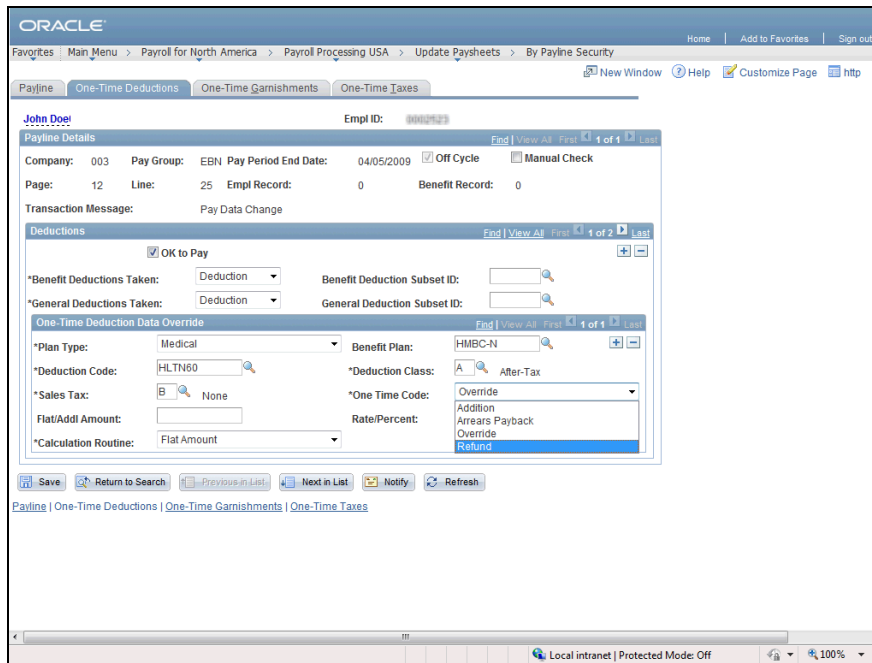


Step	Action
22.	Click the Look up Deduction Code button and select an option from the list. 



The screenshot shows the Oracle Payroll Security interface. The main window is titled "John Doe" and "Empl ID: 00000000". The "Payline Details" section shows "Company: 003", "Pay Group: EBN", "Pay Period End Date: 04/05/2009", and "Off Cycle" checked. The "Deductions" section has "OK to Pay" checked. The "One-Time Deduction Data Override" section is active, showing "Plan Type: Medical", "Deduction Code: HLTN60", "Benefit Plan: HMBC-N", "Deduction Class: After-Tax", and "One Time Code: Override". Navigation buttons at the bottom include "Save", "Return to Search", "Previous in List", "Next in List", "Notify", and "Refresh".

Step	Action
23.	Click the Look up Deduction Class button and select an option from the list. 



ORACLE
Home | Add to Favorites | Sign out
Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

John Doe | Empl ID: 0000000000

Payline Details
Company: 003 Pay Group: EBN Pay Period End Date: 04/05/2009 Off Cycle Manual Check
Page: 12 Line: 25 Empl Record: 0 Benefit Record: 0
Transaction Message: Pay Data Change

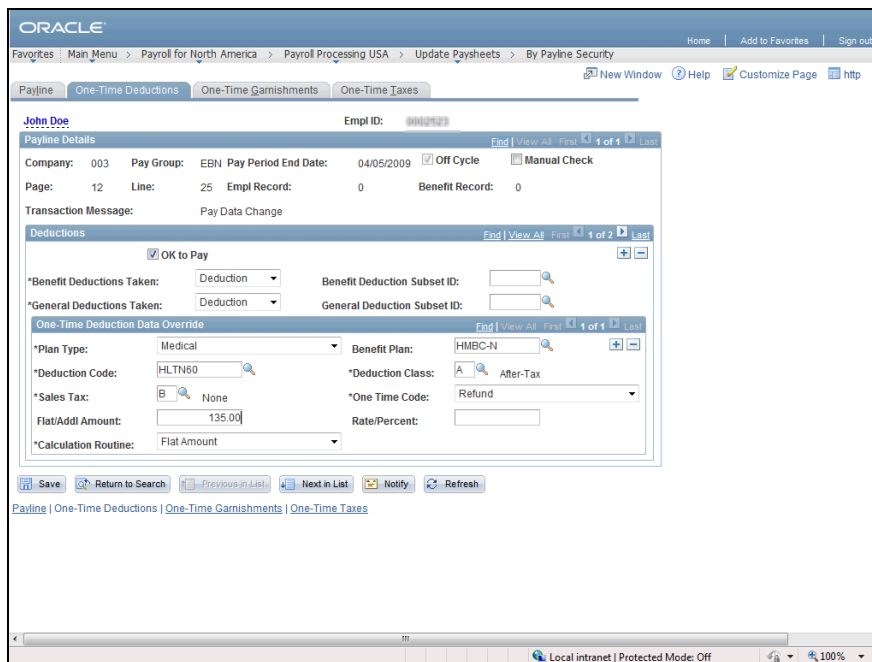
Deductions
 OK to Pay
*Benefit Deductions Taken: Deduction Benefit Deduction Subset ID:
*General Deductions Taken: Deduction General Deduction Subset ID:

One-Time Deduction Data Override
*Plan Type: Medical Benefit Plan: HMBC-N
*Deduction Code: HLTN60 *Deduction Class: A After-Tax
*Sales Tax: B None *One Time Code: Override
Flat/Addl Amount: Rate/Percent: Addition
*Calculation Routine: Flat Amount Refund

Save Return to Search Previous in List Next in List Notify Refresh

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

Step	Action
24.	Enter the desired information into the Flat/Addl Amount field. Enter " 135.00 ".



ORACLE
Home | Add to Favorites | Sign out
Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

John Doe | Empl ID: 0000000000

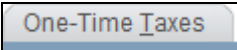
Payline Details
Company: 003 Pay Group: EBN Pay Period End Date: 04/05/2009 Off Cycle Manual Check
Page: 12 Line: 25 Empl Record: 0 Benefit Record: 0
Transaction Message: Pay Data Change

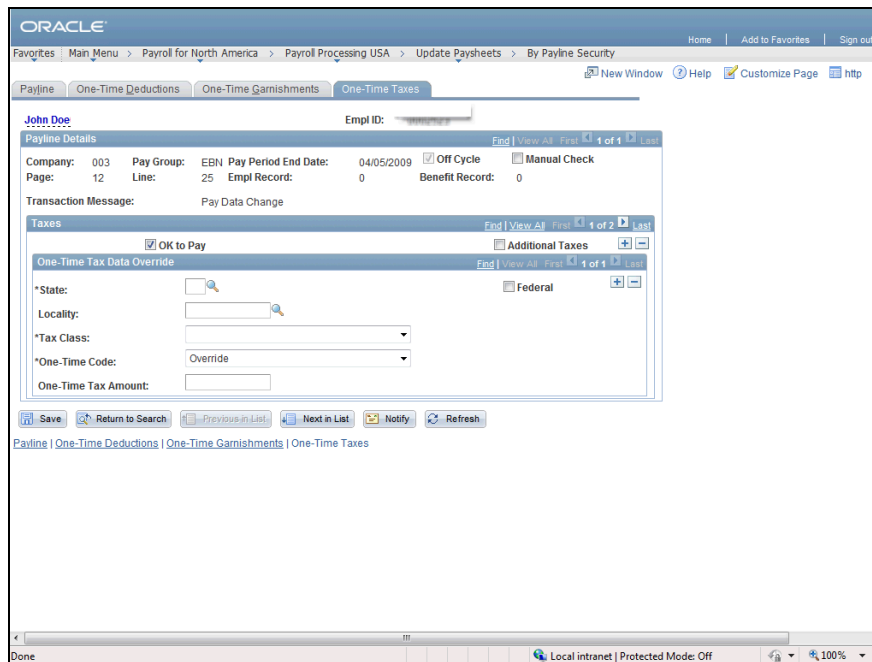
Deductions
 OK to Pay
*Benefit Deductions Taken: Deduction Benefit Deduction Subset ID:
*General Deductions Taken: Deduction General Deduction Subset ID:

One-Time Deduction Data Override
*Plan Type: Medical Benefit Plan: HMBC-N
*Deduction Code: HLTN60 *Deduction Class: A After-Tax
*Sales Tax: B None *One Time Code: Refund
Flat/Addl Amount: 135.00 Rate/Percent:
*Calculation Routine: Flat Amount

Save Return to Search Previous in List Next in List Notify Refresh

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

Step	Action
25.	Click the One-Time Taxes link. 



The screenshot shows the Oracle Payroll Processing USA interface. The user is logged in as John Doe (Empl ID: [redacted]). The current page is 'Payline Security' for 'Payline'.

Payline Details:

- Company: 003
- Page: 12
- Pay Group: EBN
- Line: 25
- Pay Period End Date: 04/05/2009
- Empl Record: 0
- Off Cycle:
- Manual Check:
- Benefit Record: 0
- Transaction Message: Pay Data Change


Taxes Section:

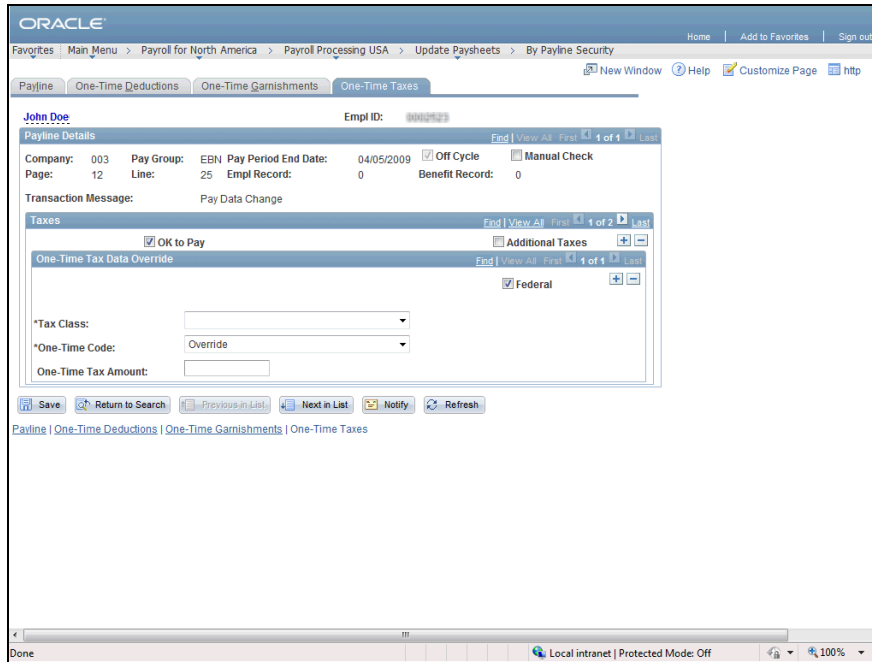
- OK to Pay
- Additional Taxes
- One-Time Tax Data Override
- Federal


Fields for One-Time Tax Data Override:

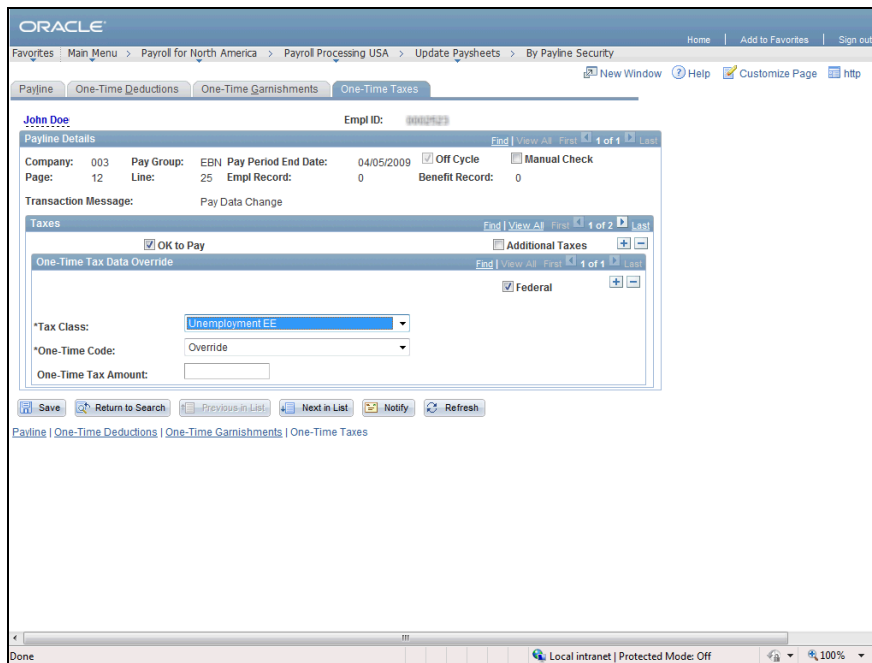
- *State: [text field]
- Locality: [text field]
- *Tax Class: [dropdown menu]
- *One-Time Code: Override [dropdown menu]
- One-Time Tax Amount: [text field]


Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh.

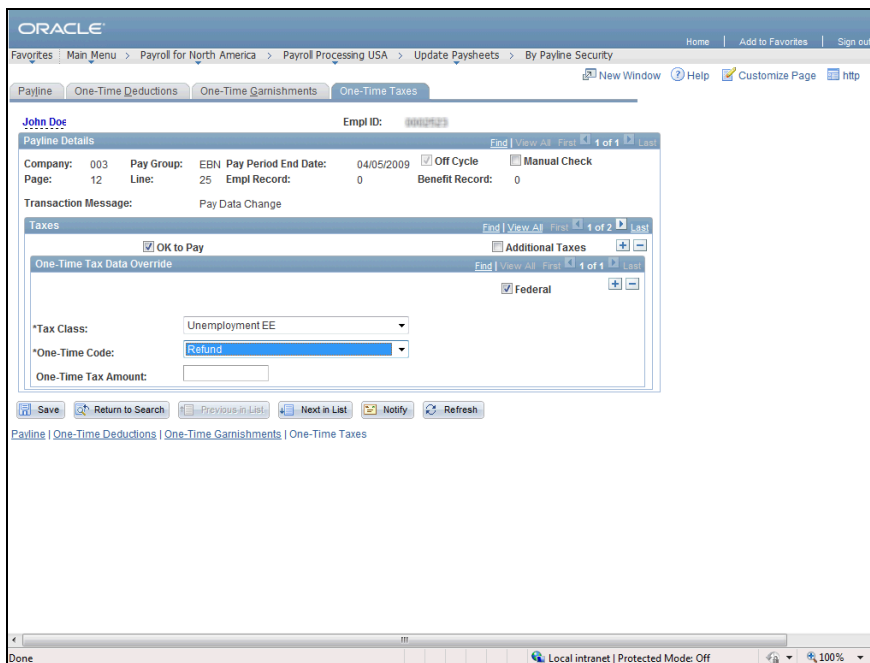
Step	Action
26.	Click the Federal option. 



Step	Action
27.	Click the Tax Class drop-down arrow and select an option from the list. 

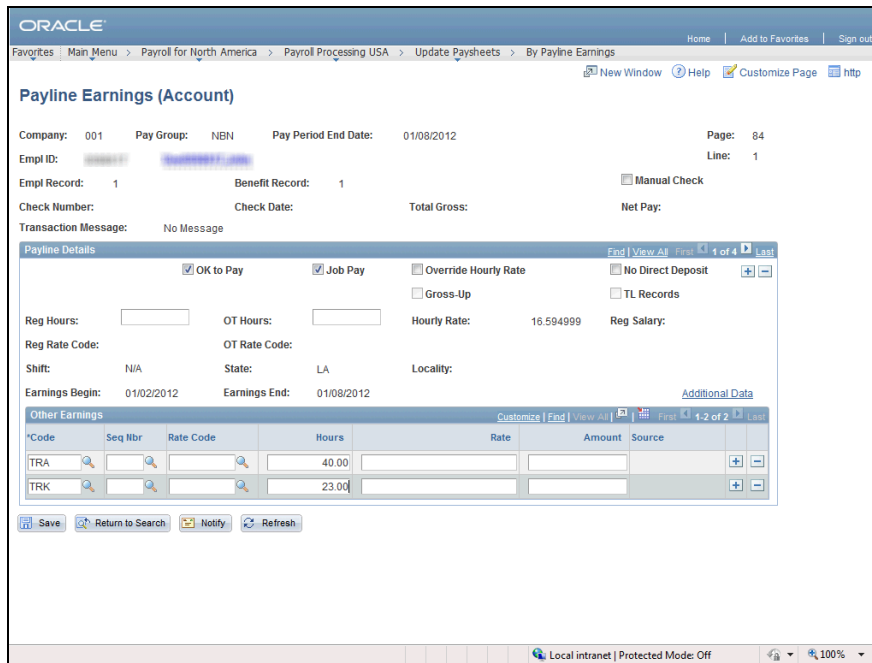


Step	Action
28.	Click the One-Time code drop-down arrow and select an option from the list. 

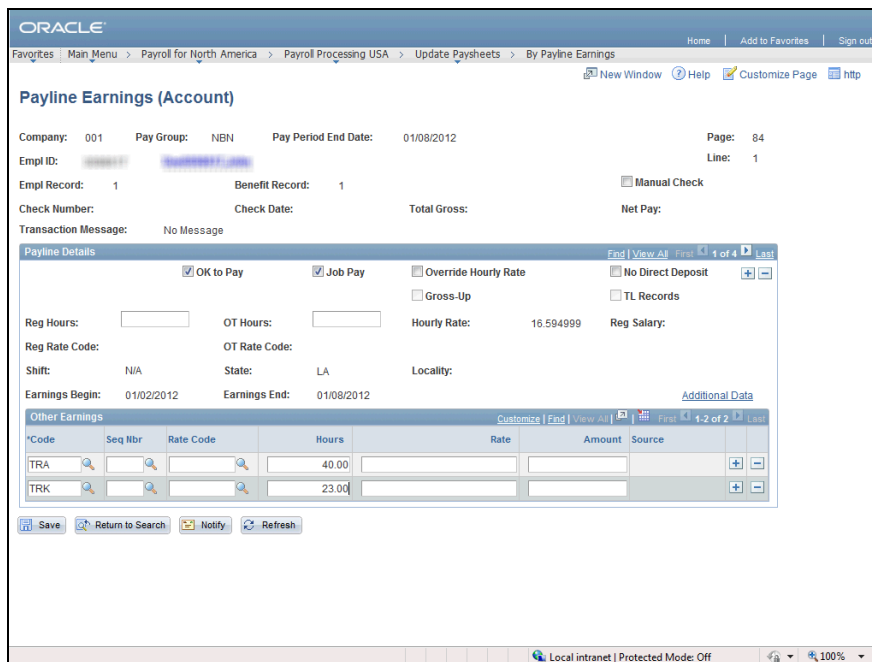


The screenshot shows the Oracle Payroll Processing USA interface. The user is logged in as John Doe (Empl ID: 00000000000000000000). The current view is 'One-Time Taxes' for a payline. The 'One-Time Tax Data Override' section is active, showing a dropdown for 'One-Time Code' set to 'Refund'. Other fields include 'Tax Class' (Unemployment EE) and 'One-Time Tax Amount' (empty). The interface includes navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

Step	Action
29.	Enter the desired information into the One-Time Tax Amount field. Enter " 62.00 ".



Step	Action
30.	Click the Save button when input is complete.



Step	Action
31.	This completes the topic on how to Update Payroll Data on a Payline End of Procedure.